



The Training Place

Responding to community needs by providing performance improvement solutions resulting in economic development, sustainability, and growth.

Beginning WORD 2007

March 10, 2010

Room 238, 2-5:00 p.m.

Starting Word

- Word 2007 window
- Ribbons & Groups
- Quick Access toolbar
- Mini Toolbar
- Contextual Tabs
- Galleries

Typing in Word

- Word Wrap
- AutoComplete
- Line Spacing
 - Normal vs. No Spacing (Style group)
- Nonprinting characters
- Hiding/Showing White Space

Saving Files

- Save
- Save As
- Versions

Printing

- Print Preview

Closing Word

- Close Word
- Close document

New Blank document

- Auto Correct
- Spelling & Grammar Checkers
- Cut, Copy, & Paste
 - Ribbon
 - Keyboard shortcuts
 - Shortcuts
 - Drag & Drop
- Selecting Text
- Find & Replace

Formatting

- Font
- Bullets & Numbering
- Click & Type

Cost: \$45 per session

To register, please call Butte College: The Training Place (530) 895-9015



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Intermediate WORD 2007

March 24, 2010

Room 238, 2-5:00 p.m.

Tabs

With Ruler

- Setting Tabs
- Moving Tabs
- Deleting Tabs

With Tab Dialog Box

- Clearing Tabs
- Setting Tabs
- Setting Tab Leaders

Page Setup

- Margins
- Page Orientation
- Page Size
- Paper Size

Headers, Footers & Page Numbering

- Predesigned
- User designed

Columns

- Creating Columns
- Removing Column Formatting
- Column Breaks
- Balancing Columns

Borders & Shading

- Inserting Paragraph Borders
- Adding Paragraph Shading
- Borders & Shading Dialog box

Tables

- Create tables
- Navigating within tables
- Changing the Table Layout
 - Design
 - Inserting & deleting rows & columns
 - Merging Cells
 - Cell Alignment

Breaks

- Page Breaks
- Column Breaks
- Section Breaks

Themes

Mail Merge

- Letters
- Envelopes
- Labels

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