

## **Word 2007 - 2013 Fundamentals**

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An introductory course in Microsoft Word 2007, 2010 and 2013. Learn to create, edit, and format documents, how to create multi-page documents, add pictures, and use mail merge features to create labels. **Prerequisites:** keyboard and mouse skills and possession of a USB drive to save documents. First week is a review of Windows skills with applicability to Word.

### **Operation:**

The general approach is that concepts and operations will be demonstrated to the class as a whole. Individual exercises or “projects” will be divided into discrete steps and the students will practice those steps until they are confident they have mastered them. Feel free to ask questions. A set of procedures broken down into steps will be distributed as handouts. Each handout may include material that can be covered in one class period. Practice at home is the key to learning to use Word or any other tool.

Students may use WORD 2007, WORD 2010 or WORD 2013. In class exercises will be done in WORD 2010, WORD 2013 or the version on the member’s laptop. There is no required text.

### **Topics: Each topic may be covered in more or less than one session**

#### **A. Review of Windows operations**

- a. Files and folders.
- b. Saving a file to a flash drive.
- c. Printers

#### **1. Introduction: The anatomy of Word**

The Office button. Opening and closing a WORD document. The WORD window. The ribbons. Quick Access Toolbar. Moving around a WORD document.

#### **2. Editing a document for content.**

Revising text: Inserting, deleting and moving. Selecting text.

#### **3. Formatting: An event program, an announcement, a letter.** a. Fonts.

- b. Paragraphs, tabs and indents.
- c. Page formatting. Margins. Borders.

#### **4. Styles as a key to uniform formatting**

#### **5. Columns and tables.**

- a. Set up a simple table.
- b. Use a table to add graphics.

#### **6. Saving time: Mailing labels.**

- c. Use the built in label templates
- d. Use mail merge to make labels.

#### **7. Add pictures**

#### **8. Review – optional topics**