

Continuing Education -- WORD ver. 2007

Session No # 1
File: CE-Word-1.doc

Date: March 9th 2011
Tom Gerfen, CSIS Professor

Class Notes:

Class WEB Address (URL) <http://infotwg.com/Notes-Word-Excel.htm>

About the Class

Class meetings March 9, 16, 23, 30, 2011

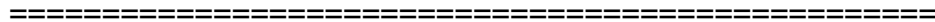
Computer

Input | Processing | Storage
What is it?
How does it work?

Storage

Folders
Files
Types
Names

Operating Systems Versions



Turn on Computer
Turn off Computer

Login
Passwords



Mouse 3 buttons



Pointers
Point
Click

LMC

RMC

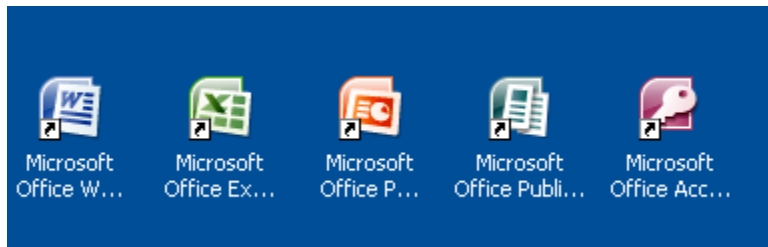
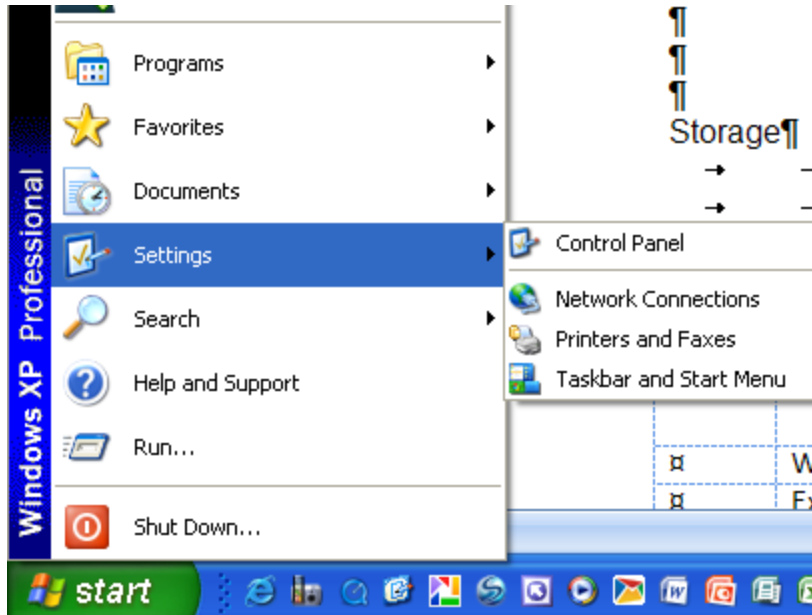
Double Click

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Class Notes:



File Extension
Save using the OLD file extension

	<u>Old - Current</u>	<u>New Extension</u>
Word	doc	DOCX
Excel	xls	XLSX
Power Point	ppt	PPTX
Publisher	pub	pub
Access	mdb	ACCDB

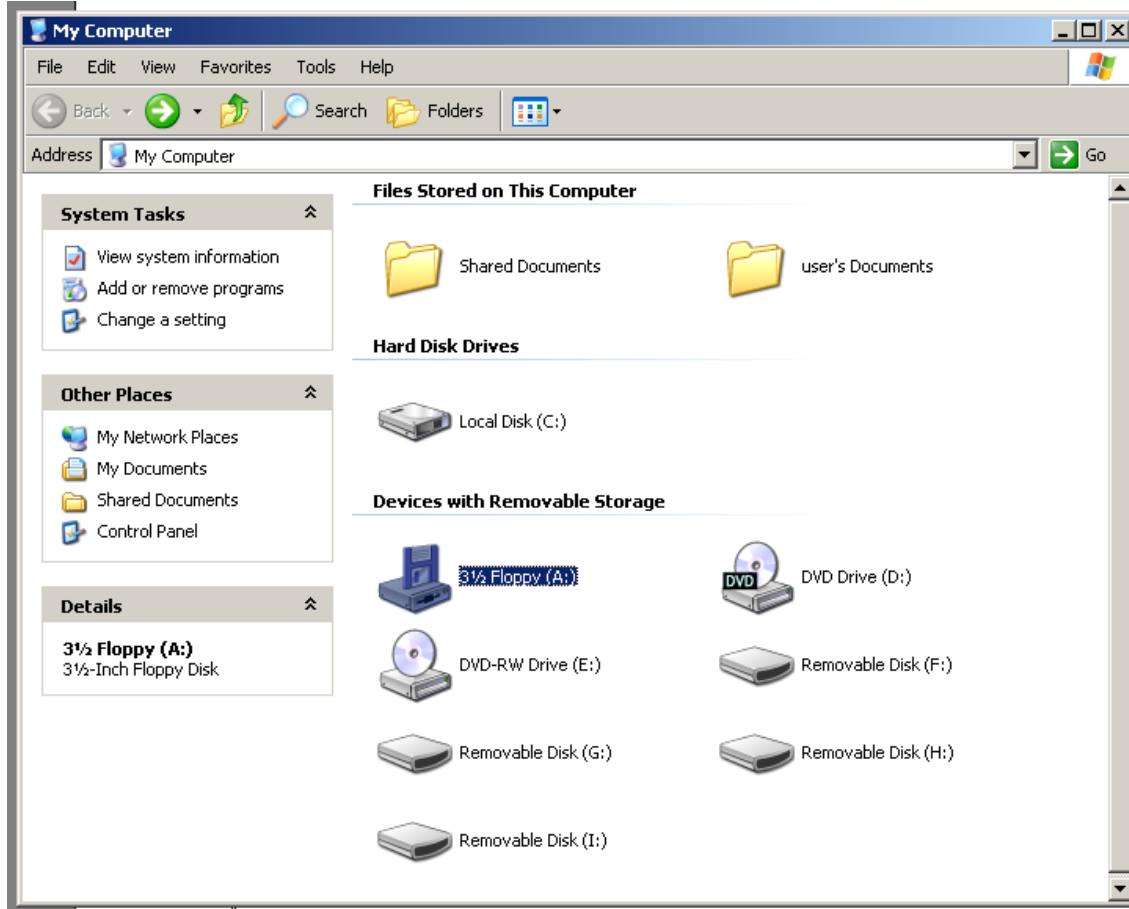
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Class Notes:

My Computer
Format



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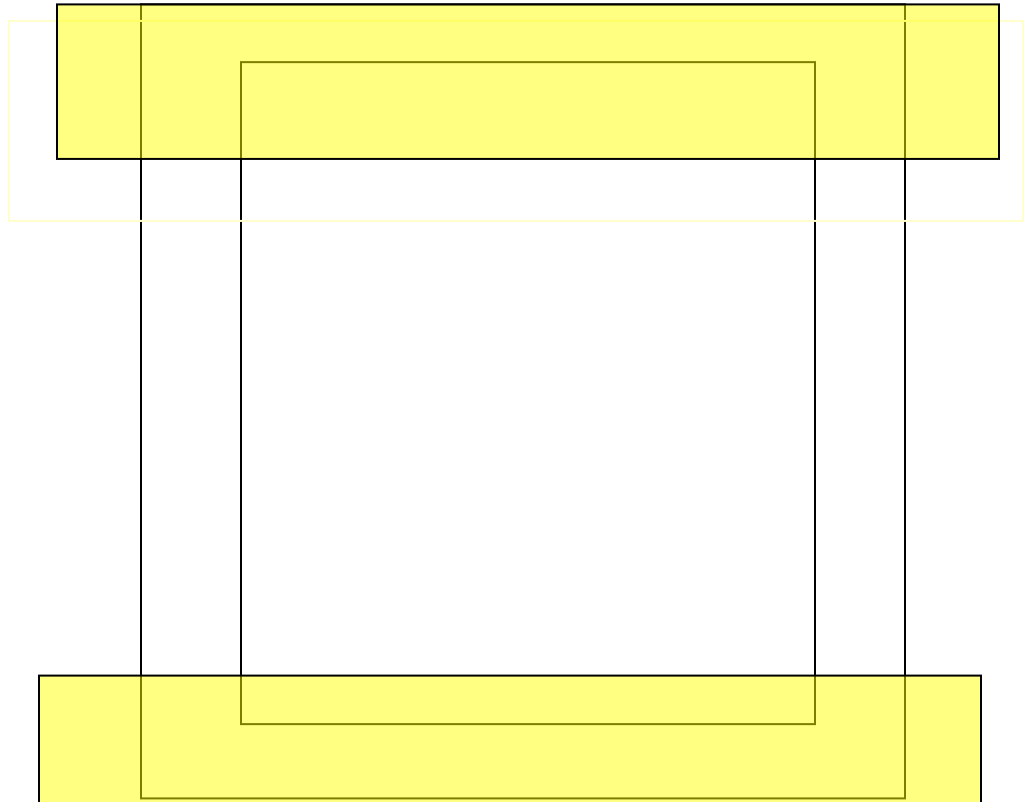
Class Notes:

Introduction to WORD (Ver 2007)

Term & definitions

What is / are a:

- Characters / Symbols A E I O U {} [] ?-+ @ ! .? :
- Word
- Line
- Sentence
- Paragraph
- Page
- Document
 - Name
- File
 - Type



Word layout

Margins

L R T B

Header

Footer

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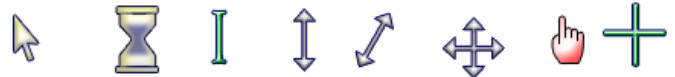
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Class Notes:

Mouse

3 buttons
Pointers
Point
Click

LMC
RMC



Double Click

Keyboard

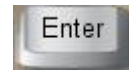
Layout
Keys


ESC
Shift

Tab
Caps Lock

Alt

Ctrl
Enter





Short Cut Keys

<p>Cut CTRL + X</p> <p>Copy CTRL + C</p> <p>Past CTRL + V</p>	<p>Select All CTRL + A</p>	<p>To Tag</p> <p>CTRL + click</p> <p>SHIFT + click</p>
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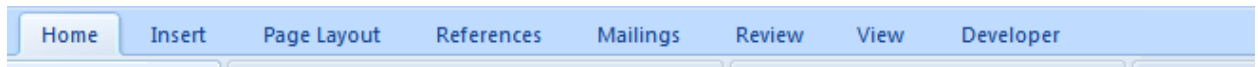
Office Button



Word



Menus



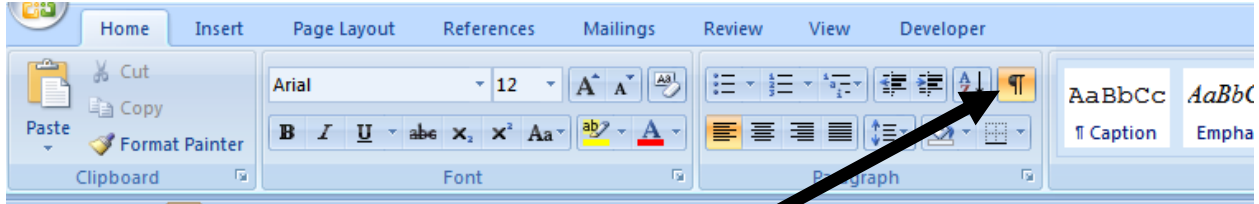
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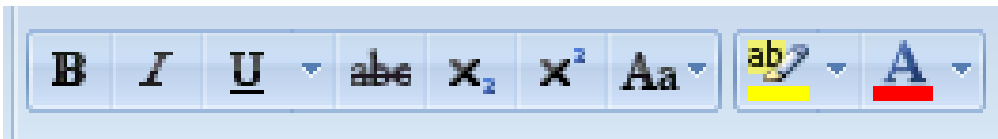
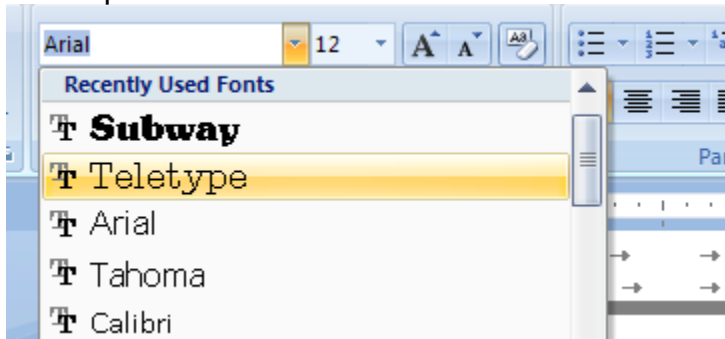
Menus Ribbon



Show / Hide Marks

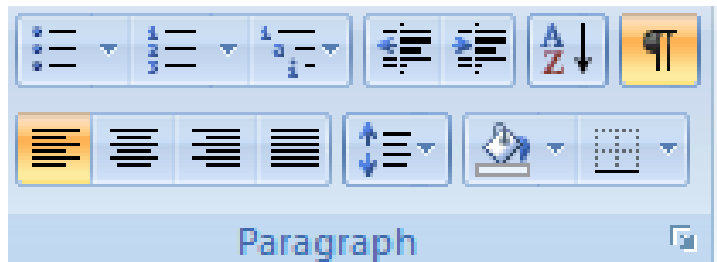


Font Options



Paragraph Options

- Left
- Center
- Right
- Justify (Full)



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Class Notes:

**=rand()
=lorem()**

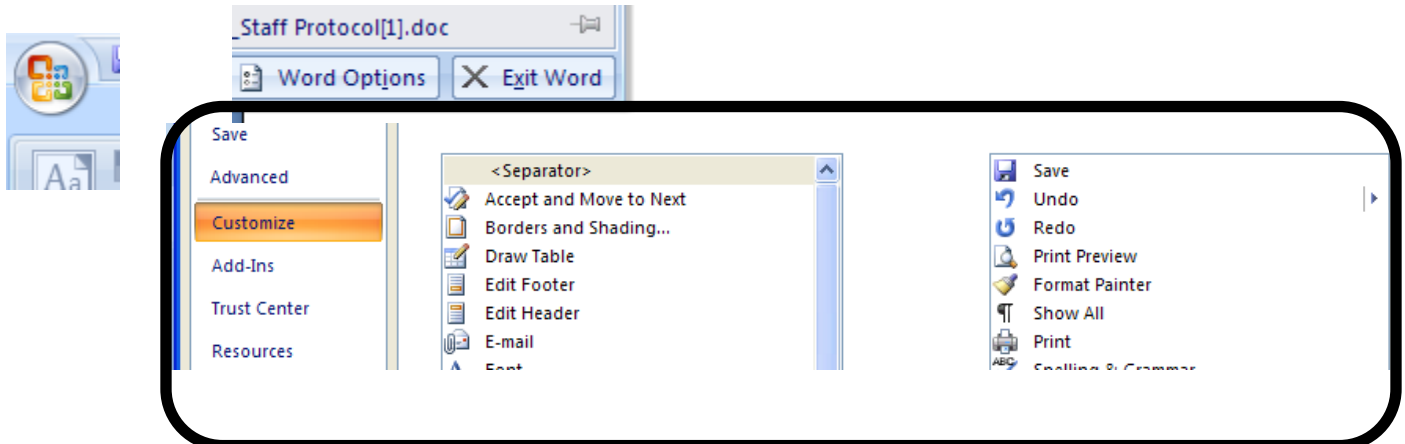
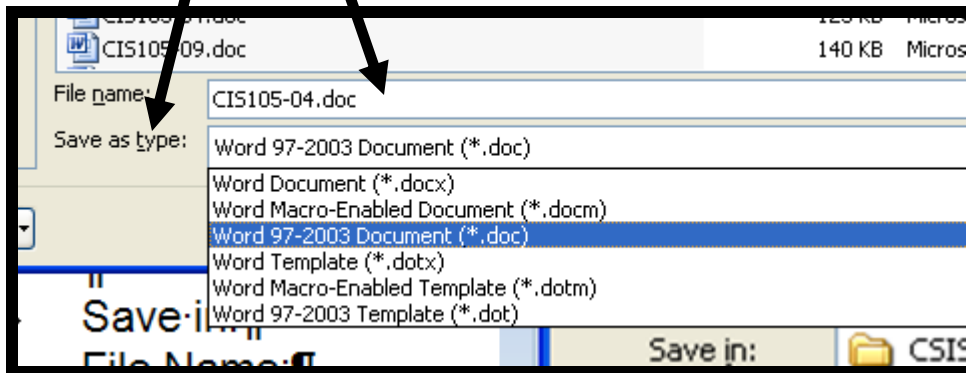
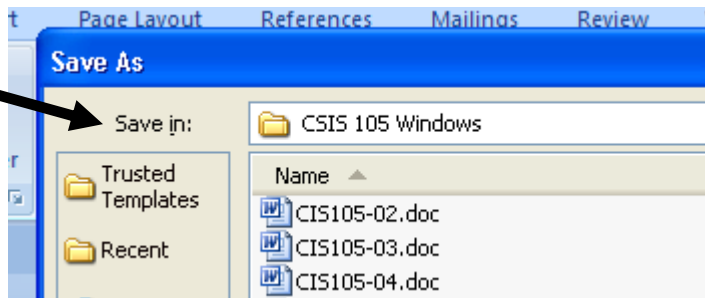
=rand(5,7)

Lorem Ipsum

Saving the document / file

Save the document / file

Save in:
File Name:
File type:



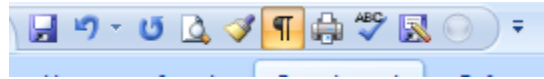
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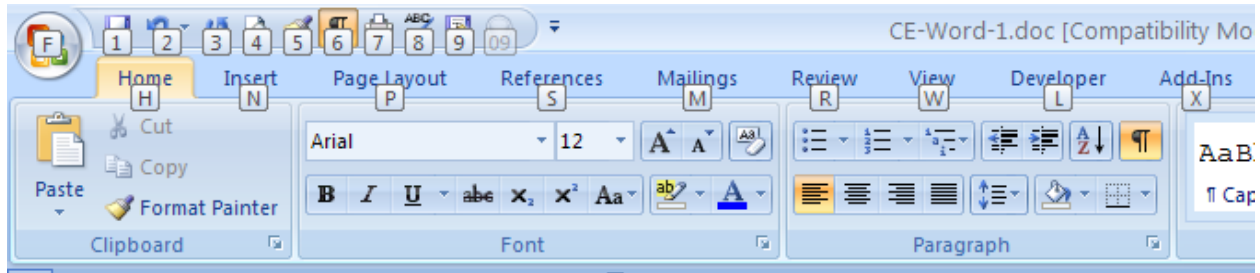
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Class Notes:

Q A T What is the Quick Access Toolbar



Alt key



Control Keys

- CTRL + A _____
- CTRL + C _____
- CTRL + V _____
- CTRL + P _____
- CTRL + X _____
- CTRL + B _____
- CTRL + I _____
- CTRL + U _____
- CTRL + S _____
- CTRL + Z _____
- CTRL + Y _____

Student Discount Software

<http://www.journeyed.com/fccc>

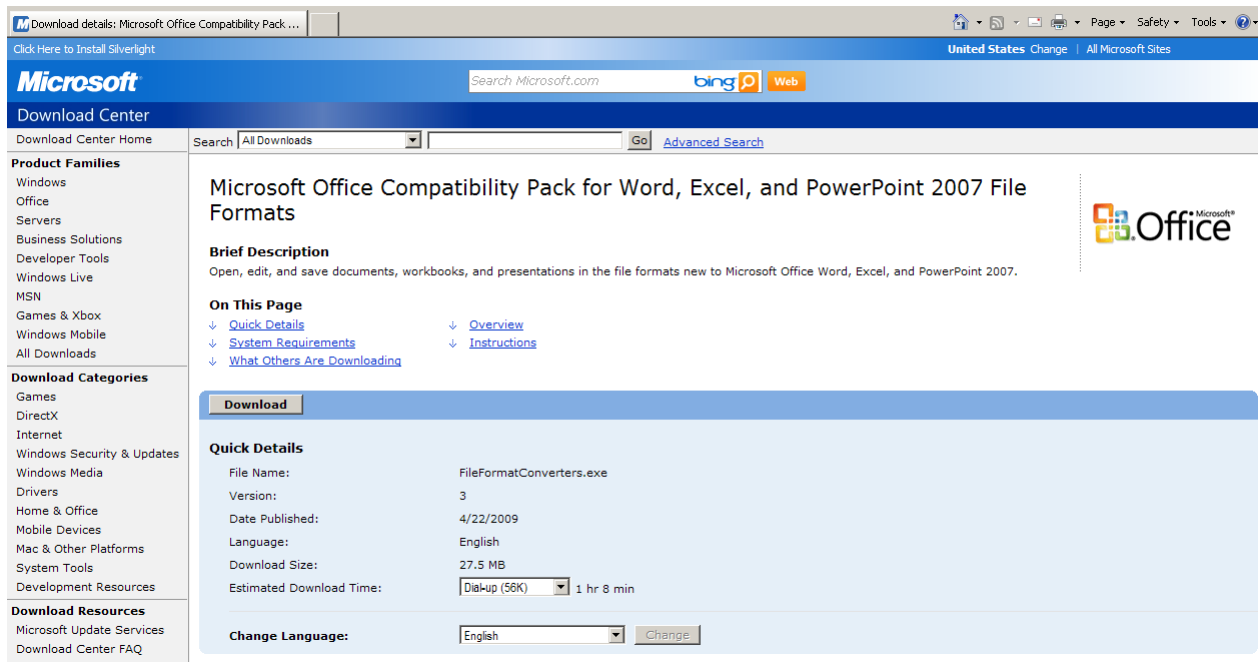
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<http://www.microsoft.com/downloads>



The screenshot shows the Microsoft Download Center page for the Microsoft Office Compatibility Pack for Word, Excel, and PowerPoint 2007 File Formats. The page includes a search bar, navigation links, and a detailed description of the download. The main content area features a "Download" button and a "Quick Details" section with the following information:

File Name:	FileFormatConverters.exe
Version:	3
Date Published:	4/22/2009
Language:	English
Download Size:	27.5 MB
Estimated Download Time:	1 hr 8 min

The "Change Language" section shows a dropdown menu set to "English" and a "Change" button.