

Microsoft Word 2007 Basics Course Outline

Section 1 - Word Processing Basics

- Starting Word
- New Interface
- Title Bar, Office Button and Options
- Quick Access Toolbar
- Ribbon
- Workspace
- Ruler, Status Bar and Scroll Bars
- Entering Text
- Saving and Organizing Files
- Navigating Documents
- Closing and Opening Files
- Automatic Spell Check
- View Buttons
- Getting Help
- Exiting Word

Section 2 - Working with Files

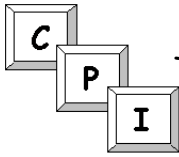
- Opening Files
- Recent Documents List
- Save As Command
- Selecting Text
- Inserting and Deleting Text
- Undo and Redo
- New Documents
- Word Templates
- Switching Between Documents
- Zoom
- Managing Files
- Renaming and Deleting Files
- Previewing Documents
- Printing Documents

Section 3 - Formatting a Document

- Font Formats
- Using the Ribbon
- Font Style and Size
- Bold, Italics and Underline
- The Mini Toolbar
- Keyboard Shortcuts
- Strikethrough, Subscript and Superscript
- Change Case
- Highlight and Font Color
- Font Dialog Box Launcher
- Repeat Key
- Changing the Default Font
- Character Spacing
- Clear and Reveal Formatting

Section 4 - Formatting Paragraphs

- Formatting Paragraphs
- Show/Hide Edit Marks
- Bullets and Numbering
- Paragraph and Line Spacing
- Sort Command Button
- Ruler Elements
- Indents and Paragraph Alignment
- Shading and Borders
- Applying and Modifying Styles
- Styles Task Pane
- Using Cut, Copy and Paste
- Clipboard Task Pane
- Format Painter
- Search Options
- Finding and Replacing Text and Punctuation



Section 5 - Proofing a Document

- Grammar Check
- Automatic Grammar Check
- Grammar Check Settings
- Spell Check
- Thesaurus
- Translate/Set Language
- Word Count

Section 6 - Working with Tables

- Creating and Defining Tables
- Inserting Rows and Columns
- Distributing Columns
- Sizing Columns
- Aligning Data
- Moving and Sizing Icons
- Sort Command
- Table Styles
- Quick Tables
- View Gridlines
- Insert Table Button
- Typing Outside Tables
- Removing Tables