

## Microsoft Word 2007 Basics with Windows 7 Course Outline

### Section 1 - Word Processing Basics

- Starting Word
- New User Interface
- Quick Access Toolbar
- Office Button
- Ribbon
- Workspace
- Ruler, Status Bar and Zoom
- Entering text
- Saving and organizing files
- Navigating in documents
- Opening and closing files
- Recent Documents on Taskbar
- Jump List on Start Menu
- Automatic Spell Check
- View Buttons
- Getting Help
- Exiting Word

### Section 2 - Working with Files

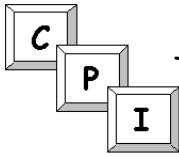
- Opening files
- Recent Documents
- Save As command
- Selecting text
- Inserting and deleting text
- Undo and Redo
- New documents
- Word Templates
- Switching between documents
- Aero Peek Preview
- Managing Files
- Renaming and deleting files
- Preview documents
- Printing documents

### 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 Formats 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 evenly
- Sizing columns
- Aligning data
- Moving and sizing icons
- Sort command
- Table Styles
- Quick Tables
- View gridlines
- Insert Table command
- Typing outside tables
- Removing tables