C P I Training Solutions, Inc.

Microsoft Word 2007 Mini-Series: The Basics
Course Outline

Section 1 - Word Basics

New Interface
Title Bar
Office Button
Word Options
Quick Access Toolbar
Ribbon
Workspace and Rules
Status 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
Save As Command
Selecting Text
Inserting and Deleting Text
Using Undo and Redo
Creating New Documents
Switching Between Open Files
Zooms
Managing Files
Renaming and Deleting Files
Previewing Documents
Printing Documents

Section 3 – Cut, Copy and Paste

Cut, Copy and Paste Tools
Drag-and-Drop
Clipboard Task Pane

Section 4 – Proofing a Document

Review Commands
Automatic Grammar Check
Grammar Check Settings
Using Spell Check
Using the Thesaurus
Set Language
Word Count