

## Microsoft Word 2007 Formatting Essentials Course Outline

### Section 1 - Font Formats

- Font Formats
- Using the Ribbon
- Font Face and Size
- Bold – Italics - Underline
- Using the Mini Toolbar
- Keyboard Shortcuts for Formatting
- Strikethrough, Subscript and Superscript
- Change Case
- Highlighting and Font Color
- Clear Formatting
- Using the Font Dialog Box
- Using the Repeat key
- Changing the Default Font
- Reveal Formatting Feature

### Section 2 - Styles, Themes and Templates

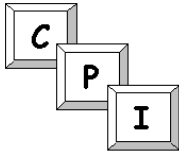
- Quick Style Gallery
- Applying Quick Styles
- Modifying Styles Using the Ribbon and the Mouse
- Creating New Styles
- Applying New Styles
- Change Styles Button
- Saving New Quick Style Sets
- Changing New Style Sets
- Changing Style Font and Color
- Deleting Styles
- Themes
- Changing and Customizing Themes
- Creating and Locating Templates
- Editing Templates
- Adding Footers
- Using Templates

### Section 3 - Table Basics

- Creating Tables
- Inserting Rows and Columns
- Editing Tables
- Sizing Columns
- Aligning Data
- Table Move Handle and Sizing Handle
- Sort Command
- Typing Outside of Tables

### Section 4 - Table Design

- Inserting Tables
- Sizing Tables
- Adding Rows
- Selecting Tables
- Removing Borders
- Gridlines
- Adding/Changing Borders
- Selecting Individual Table Elements
- Drawing Tables
- Inserting Pictures
- Distribute Rows Feature
- Merging Cells
- Applying Shading
- Quick Tables
- Text to Table
- Table to Text
- Table Styles
- Table Themes



## Section 5 - Working with Columns and Tabs

- Columns
- Changing Views
- Centering Titles
- Formatting Columns
- Centering within Columns
- Typing in Columns
- Inserting Column Breaks
- Viewing Section Breaks
- Resetting to Full Margins
- Inserting Text
- Balanced Columns
- Section Breaks
- Justification
- Inserting Pictures
- Drop Caps
- Lines Between Columns
- Setting Tabs
- Moving and Clearing Tabs
- Page Borders
- Dot Leader Tabs

## Section 6 - QuickParts and AutoCorrect

- Inserting QuickParts
- New QuickParts Entry
- AutoCorrect
- Symbols and New Entries
- Disabling AutoCorrect
- Undoing AutoCorrect
- Exceptions