



Microsoft Word 2007 Mini-Series: 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 - Formatting Paragraphs

- Bullets and Numberings
- Creating a Numbered List
- Formatting Marks
- New Line Command
- Hanging Indents
- Creating a Bulleted List
- Spacing Between Paragraphs
- Sort Command Button
- Line Spacing
- Indents
- Ruler Elements
- Paragraph Alignment

Section 3 - Page Layout

- Margins
- Page Orientation
- Paper Size and Source
- Columns
- Page Breaks
- Page Numbers
- Headers and Footers
- Creating Letters
- Envelopes and Labels

Section 4 - Working with Tables

- Creating Tables
- Inserting Rows
- Inserting Columns
- Editing Tables
- Distributing Columns
- Sizing Columns
- Aligning Data
- Table Move Handle
- Sizing Handle
- Sort Command
- Table Styles
- Typing Outside a Table
- Deleting Tables