

Microsoft Word 2007 - Module 1

Course Duration: Two half days

Prerequisites: Microsoft Windows

The Fundamentals

Starting Word 2007
What's New in Word 2007?
Understanding the Word 2007 Program Screen
Understanding the Ribbon
Using the Office Button and Quick Access Toolbar
Using Keyboard Commands
Using Contextual Menus and the Mini Toolbar
Using Help
Exiting Word 2007

Document Basics

Creating a New Document
Inserting and Deleting Text
Saving a Document
Opening a Document
Selecting and Replacing Text
Using Undo, Redo and Repeat
Navigating through a Document
Viewing a Document
Working with the Document Window
Viewing Multiple Document Windows
Previewing and Printing a Document
Closing a Document

Working with and Editing Text

Checking Spelling and Grammar
Using Find and Replace
Using Word Count and the Thesaurus
Inserting Symbols and Special Characters
Cutting, Copying, and Pasting Text
Using the Office Clipboard
Moving and Copying Text Using the Mouse

Formatting Characters and Paragraphs

Changing Font Type
Changing Font Size
Changing Font Color and Highlighting Text
Creating Lists
Changing Paragraph Alignment
Adding Paragraph Borders and Shading
Changing Line Spacing
Changing Spacing Between Paragraphs
Using the Format Painter
Setting Tab Stops
Adjusting and Removing Tab Stops
Using Left and Right Indents
Using Hanging and First Line Indents

Formatting the Page

Adjusting Margins
Changing Page Orientation and Size
Using Columns
Using Page Breaks

Working with Section Breaks
Working with Line Numbers
Working with Hyphenation
Working with the Page Background
Adding a Cover Page and Page Numbers
Using Headers and Footers

Working with Themes and Styles

Applying a Style
Creating a Style
Modifying and Deleting a Style
Working with the Styles Gallery
Creating a New Quick Style Set
Select, Removing, and Printing Styles
Comparing and Cleaning Up Styles
Applying Document Themes
Creating New Theme Colors and Fonts
Save a New Document Theme

Working with Shapes and Pictures

Inserting Clip Art
Inserting Pictures and Graphics Files
Positioning Pictures
Formatting Pictures
Inserting Shapes
Formatting Shapes
Applying Special Effects to Shapes
Inserting a Text Box
Resize, Move, Copy and Delete Objects
Aligning, Distributing, and Grouping Objects
Flipping and Rotating Objects
Layering Objects

Working with Tables

Creating a Table
Working with a Table
Resizing and Moving a Table
Adjusting Table Alignment and Text Wrapping
Working with Cell Formatting
Merging and Splitting Cells and Tables
Inserting and Deleting Rows and Columns
Adjusting Row Height and Column Width
Using Table Drawing Tools
Working with Sorting and Formulas
Working with Borders and Shading
Using Table Styles
Using Table Style Options
Converting or Deleting a Table
Using Quick Tables