



Microsoft Word 2007: Introduction

Overview: This course is intended for individuals who want to learn the basics for creating, editing, and enhancing business documents using Word 2007.

Prerequisites: Windows 2000 or XP Introduction or equivalent knowledge.

Course Length: One day

Course Content

Lesson 1: Exploring the Word Environment

- Explore the User Interface
- Explore the Ribbon
- View a Document
- Obtain Help

Lesson 2: Creating a Document

- Enter Text
- Save a Document
- Preview a Document
- Print a Document
- Customize the Word Environment

Lesson 3: Editing a Document

- Navigate in a Document
- Select Text
- Insert Additional Text
- Rearranging and Deleting Blocks of Text
- Undo Changes
- Search and Replace Text

Lesson 4: Formatting Text

- Change Font and Size
- Emphasize Text Using Font Styles and Effects
- Change Text Color
- Highlight Text
- Copy Formatting
- Clear Formatting
- Find and Replace Text Formatting

Lesson 5: Formatting Paragraphs

- Set Tabs to Align Text
- Change Paragraph Alignment
- Indent Paragraphs
- Add Borders and Shading
- Apply Styles
- Create Lists
- Change Spacing Between Paragraphs and Lines

Lesson 6: Adding Tables

Create a Table
Enter Data in a Table
Modify the Table Structure
Format a Table
Convert Text into a Table

Lesson 7: Enhancing Visual Appeal Using Graphic Objects

Add Visual Effect Using Symbols and Special Characters
Enhance Documents with Illustrations
Display Documents Using Watermarks

Lesson 8: Proofing a Document

Enhance Textual Meaning Using the Thesaurus
Check Spelling and Grammar
Customize AutoCorrect Options
Create a New Default Dictionary
Check Word Count

Lesson 9: Controlling Page Appearance

Modify Page Margins and Orientation
Apply a Page Border and Color
Display Common Header and Footer Information
Insert a Page Break
Modify Content in Print Preview