

Word 2007:

Basic

Topic-Level Outline

Days: 1

Prerequisites: Windows XP: Basic or equivalent experience

Unit 1 : Getting started

Topic A: The Word window

A-1: Starting Word and exploring the program window

Topic B: New documents

B-1: Creating a new document

B-2: Entering text and displaying nonprinting characters

B-3: Saving a document by using the Save command

B-4: Saving a document in a new folder

B-5: Setting an AutoRecover interval

B-6: Closing a document and closing Word

B-7: Renaming a folder

Topic C: Word Help

C-1: Using Word Help

Unit 2: Navigation and selection techniques

Topic A: Document navigation

A-1: Opening a document

A-2: Using scrollbars and Zoom options

A-3: Moving in a document

A-4: Using the Go To command to move to a specific page

A-5: Using the Select Browse Object button

A-6: Using Print Layout view

A-7: Using Full Screen Reading view

Topic B: Selection techniques

B-1: Using the mouse to select text

B-2: Using the keyboard to select text

B-3: Using the selection bar to select text

Unit 3: Editing text

Topic A: Working with text

A-1: Inserting and deleting text

A-2: Inserting the date and time

A-3: Inserting a symbol

Topic B: Using the Undo and Redo commands

B-1: Using the Undo command

B-2: Using the Redo command

Topic C: Cutting, copying, and pasting text

C-1: Moving text and using Paste Options

C-2: Copying text from one document to another

Unit 4: Formatting text

Topic A: Character formatting

A-1: Applying character formatting

A-2: Using the Font dialog box

A-3: Highlighting text

A-4: Using the Format Painter

A-5: Using Paste Special

Topic B: Tab settings

- B-1: Examining tab stops
- B-2: Setting and moving a custom tab stop
- B-3: Clearing and setting other types of tabs
- B-4: Clearing all tabs
- B-5: Setting a tab and leader in the Tabs dialog box

Topic C: Paragraph formatting

- C-1: Changing paragraph alignment
- C-2: Applying borders and shading
- C-3: Adding bulleted and numbered lists
- C-4: Editing bulleted and numbered lists

Topic D: Paragraph spacing and indents

- D-1: Setting indents
- D-2: Setting a hanging indent
- D-3: Setting the spacing after a paragraph
- D-4: Setting line spacing for a paragraph

Topic E: Automatic formatting

- E-1: Using AutoFormat to format quoted text

Unit 5: Tables

Topic A: Creating tables

- A-1: Creating a table
- A-2: Converting text to a table

Topic B: Working with table content

- B-1: Navigating in a table
- B-2: Selecting table elements
- B-3: Entering text in a table

B-4: Formatting text in a table

Topic C: Changing table structure

C-1: Adding rows and columns

C-2: Deleting columns, rows, and an entire table

C-3: Changing the width of a column

C-4: Aligning a table

C-5: Converting a table to text

Unit 6: Page layout

Topic A: Headers and footers

A-1: Creating a header and footer

A-2: Editing headers and footers

A-3: Inserting page numbers

Topic B: Margins

B-1: Using Print Layout view to adjust margins

B-2: Setting margins and page orientation

B-3: Applying text-flow options

Topic C: Page breaks

C-1: Adding and deleting manual page breaks

Unit 7: Proofing and printing documents

Topic A: Checking spelling and grammar

A-1: Checking spelling

A-2: Using the automatic spelling checker

A-3: Checking grammar

A-4: Finding synonyms and antonyms

Topic B: Using AutoCorrect

B-1: Examining AutoCorrect

B-2: Using the AutoCorrect Options button

B-3: Adding an entry to your AutoCorrect list

Topic C: Finding and replacing text

C-1: Searching for a word

C-2: Replacing text in a document

C-3: Formatting multiple selections simultaneously

Topic D: Printing documents

D-1: Previewing a document before printing

D-2: Using the Print dialog box

Unit 8: Graphics

Topic A: Adding graphics and clip art

A-1: Inserting a graphic

A-2: Inserting clip art

Topic B: Working with graphics

B-1: Controlling text flow around a graphic

B-2: Resizing and rotating a graphic

B-3: Adjusting contrast, brightness, and compression