

Course Syllabus: Microsoft Word 2007 Introduction

Word 2007 Fundamentals

Starting Word 2007
What's New in Word 2007
Understanding the Word 2007 Program Screen
Understanding the Ribbon
Using the Microsoft 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
Changing Font Styles and Effects
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