



Word 2007 - Beginning Level

Full Day: Students will learn the basic skills necessary to begin using Word 2007. This course is the first in a series of three Microsoft® Office 2007 courses. It will provide you with the basic concepts required to produce basic business documents.

Creating a Basic Document

- Explore the User Interface
- Open and View a Document
- Customize the Word Environment
- Obtain Help
- Enter Text
- Save a Document
- Preview and Print a Document

Editing a Document

- Navigate and Select Text in a Document
- Insert, Delete, or Rearrange Text
- Undo Changes
- Find and Replace Text

Formatting Text

- Change Font and Size
- Highlight Text

Formatting Paragraphs

- Set Tabs
- Control Paragraph Layout
- Add Borders and Shading
- Add Styles
- Create Lists
- Manage Formatting

Adding Tables

- Create a Table
- Modify the Table Structure
- Format a Table
- Convert Text to a Table or Tables to Text

Inserting Graphic Elements

- Add Visual Effects Using Symbols and Special Characters
- Insert Illustrations

Controlling Page Appearance

- Control Page Layout
- Apply a Page Border and Color
- Add Watermarks
- Add Headers and Footers

Proofing a Document

- Check Spelling, Grammar and Word Count
- Enhance Textual Meaning Using the Thesaurus
- Customize AutoCorrect Options