



Microsoft Word 2007 Mini-Series: The Basics Course Outline

Section 1 - Word Basics

- New Interface
- Title Bar
- Office Button
- Word Options
- Quick Access Toolbar
- Ribbon
- Workspace and Rules
- Status and Scroll Bars
- Entering Text
- Saving and Organizing Files
- Navigating Documents
- Closing and Opening Files
- Automatic Spell Check
- View Buttons
- Getting Help
- Exiting Word

Section 3 - Cut, Copy and Paste

- Cut, Copy and Paste Tools
- Drag-and-Drop
- Clipboard Task Pane

Section 4 - Proofing a Document

- Review Commands
- Automatic Grammar Check
- Grammar Check Settings
- Using Spell Check
- Using the Thesaurus
- Set Language
- Word Count

Section 2 - Working with Files

- Opening Files
- Save As Command
- Selecting Text
- Inserting and Deleting Text
- Using Undo and Redo
- Creating New Documents
- Switching Between Open Files
- Zooms
- Managing Files
- Renaming and Deleting Files
- Previewing Documents
- Printing Documents