



## Microsoft Word 2007 Essentials Course Outline

### Section 1 - Word 2007 Review

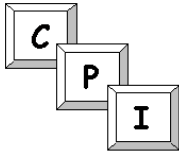
- Starting Word
- Title Bar
- Office Button
- Word Options
- File Extensions
- Quick Access Toolbar
- Ribbon
- Workspace
- Ruler
- Status Bar
- Scroll Bars
- Recent Documents List
- Automatic Spell Check
- View Buttons
- Getting Help
- Exiting Word

### Section 2- File Basics

- Word Templates
- Switching Between Open Documents
- Using Zoom
- Managing Files
- Copying a File
- Renaming a File
- Deleting a File
- Previewing a Document
- Preview Toolbar
- Printing a Document

### Section 3 - Formatting Documents

- Font Formats
- Font Face and Size
- Bold, Italic and Underline Buttons
- Mini Toolbar
- Keyboard Shortcuts for Formatting
- Strikethrough, Subscript and Superscript
- Change Case Button
- Highlight and Font Color Buttons
- Clear Formatting Command
- Font Dialog Box Launcher
- Repeat Key
- Changing the Default Font
- Reveal Formatting
- Formatting Paragraphs
- Formatting Marks
- Bullets and Numbering
- Spacing Between Paragraphs
- Sort Command Button
- Line Spacing
- Ruler Elements
- Indenting Paragraphs
- Paragraph Alignment
- Shading and Borders
- Applying and Modifying Styles
- Styles Task Pane
- Modifying a Style
- Using Cut, Copy and Paste
- Clipboard Task Pane
- Format Painter
- Editing Tools
- Find Options
- Finding and Replacing Text
- Finding and Replacing Punctuation



## Section 4- Proofing Tools

- Spelling and Grammar Check
- Disabling Automatic Spelling and Grammar Check
- Using the Thesaurus
- Translate Feature
- Word Count

## Section 5 - Working With Tables

- Defining a Table
- Creating a Table
- Inserting Rows and Columns
- Distributing Columns
- Sizing Columns
- Aligning Data
- Table Commands
- Table Move Handle and Sizing Handle
- Sort Command
- Table Styles
- Quick Tables
- Gridlines
- Insert Table Button
- Typing Outside a Table
- Removing a Table

## Section 6 - Workplace Productivity

- Page Layout
- Margins
- Paper Size, Source and Orientation
- Custom Margins
- Page Breaks
- Multi-Page Documents
- Page Breaks and Page Numbers
- Headers and Footers
- Columns and Column Breaks
- Hyphenation
- Creating Letters and Envelopes

## Section 7 - QuickParts and AutoCorrect

- Creating a QuickParts Entry
- Inserting QuickParts AutoCorrect
- Disabling AutoCorrect
- Exceptions
- Deleting Exceptions

## Section 8 - Merge and Mailings

- Merging
- Data Sources
- Adding and Deleting Fields
- Verifying Records
- Saving Data Files
- Creating a Main Document
- Inserting Dates and Merge Fields
- Merging Files
- Creating Envelopes Using Merge Mail Labels
- Printing Labels with the Same Address

## Appendices

- Keyboard Shortcuts
- Compatibility Mode