



MICROSOFT WORD 2007 BEGINNERS COURSE OUTLINE

THE MICROSOFT WORD 2007 SCREEN

- The Microsoft Word 2007 screen
- The Office Button, Tabs, Groups & Dialog box launcher

STARTING TO USE MICROSOFT WORD 2007

- Opening and closing documents
- Saving your file
- Creating a new document
- Using Help within Microsoft Word 2007

WORD 2007 - TEXT FORMATTING

- Font type and font size
- Bold, italic or underline
- Subscript and superscript
- Case changing
- Highlighting
- Font colour
- Copying text formatting
- Removing formatting

WORD 2007 - MANIPULATING TEXT

- Selecting text
- Inserting, deleting, undo and redo
- Copying text within a document
- Moving (cutting) text within a document

WORD 2007 - THE CLIPBOARD

- Using the Clipboard

WORD 2007 - PARAGRAPH FORMATTING

- Paragraph marks
- Soft paragraph (line break) marks
- Aligning text
- Indenting paragraphs
- Applying single or double line spacing
- Applying spacing above or below paragraphs
- Applying bullets and numbering

WORD 2007 - ADDING BORDERS AND SHADING

- Adding a border
- Adding shading

WORD 2007 - FINDING AND REPLACING TEXT

- Finding text
- Replacing text

WORD 2007 - TABS

- Tab stops
- Setting and removing tabs

WORD 2007 - STYLES

- Applying styles to a word, line or a paragraph

WORD 2007 - PAGE FORMATTING

- Page orientation and paper size
- Page margins
- Page breaks
- Headers and footers
- Page numbering
- Header and footer fields
- Cover pages

WORD 2007 - TABLES

- Inserting a table
- Navigating within a table
- Selecting and editing text within a table
- Selecting cells, rows, columns or the entire table
- Inserting and deleting rows and columns
- Modifying column width or row height

- Modifying cell borders
- Adding shading to cells
- Modifying cell border width, colour and style

WORD 2007 - GRAPHICS

- Inserting Pictures
- Inserting Clip Art
- Inserting Shapes
- Inserting SmartArt
- Selecting, resizing and deleting graphics
- Copying or moving graphics

WORD 2007 - MULTIPLE DOCUMENTS

- Switching between open documents
- Tiling or cascading documents on your screen
- Comparing documents side by side
- Copying or moving between documents

WORD 2007 -PROOFING AND PRINTING

- Spell checking a document
- Using built-in custom dictionaries
- Printing options
- Previewing and printing a document