

Microsoft®

# Word 2007 Course Outline

Foundation Level  
1 Day Course



---

## INTRODUCTION TO WORD 2007

- What is Word 2007?
- Word 2007 environment
- Creating new documents
- Opening
- Saving using the Office Button
- Quitting and closing
- Using Help
- Ribbons and tabs
- Using groups
- Finding tools
- New tools

## FORMATTING TEXT

- Changing font size, colour and style
- Using the font style feature
- Highlighting
- Copying, cutting and pasting
- Removing formatting

## FORMATTING PARAGRAPHS

- Setting paragraph marks
- Setting line breaks
- Aligning text
- Formatting paragraphs
- Setting spacing options
- Using bulleted and numbered lists

## BORDERS AND SHADING

- Adding borders to a document
- Adding shading to text

## FINDING AND REPLACING

- Finding and replacing text

## TABS

- Using tab stops

- Setting and removing tabs within a document

## STYLES

- Applying different styles
- Changing styles

## PAGE FORMATTING

- Altering page orientation and size
- Altering margins, breaks, headers and footers
- Altering page numbering and cover pages

## TABLES

- Inserting a new table and navigated within
- Inserting text and editing
- Selecting cells, rows and columns
- Inserting and deleting columns and rows
- Creating shading and modifying borders

## GRAPHICS

- Inserting pictures, clipart, shapes and smartart
- Resizing and deleting graphics
- Copying, cutting and moving graphics

## MULTIPLE DOCUMENTS

- Alternating between open documents
- Using tiling or cascading techniques
- Comparing documents side by side
- Copying and moving between documents

## PROOFING AND PRINTING DOCUMENTS

- How to use spell checker
- How to use the built-in custom dictionary
- Using the print options
- Using print preview

