

## Course Overview

In this 1-day course, you will learn the essentials of the Microsoft Word 2007 program. You will start by creating a document and entering text. You will learn to edit, move, and copy text. You will also learn many different formatting techniques to make the text in a document look the way you want. Additionally, you will set and use tabs. You will learn to view a document using three different views. You will also learn to modify print settings before you print on paper. Lastly, you will learn to check for spelling errors.

## Courses in the Microsoft Word Series

**Word Level 1**  
- 1 day -

**Word Level 2 & 3**  
- 2 days -

## Course Preparation

Prerequisite Course: Windows - Level 1 or equivalent experience.

## Course Topics

### Exploring Word

- Exploring the Word 2007 Environment
- Opening and Moving through an Existing Document
- Using Online Help

### Entering and Editing Text

- Creating a New Document
- Entering and Editing Text
- Splitting and Combining Paragraphs
- Viewing Hidden Characters
- Selecting Text
- Undoing Mistakes

### Moving and Copying Text

- Moving Text with Drag and Drop
- Moving Text with Cut and Paste
- Copying Text with Copy and Paste

### Formatting Characters

- About Font (Character) Formats
- Applying Bold, Italic, and Underlines
- Changing Size and Font (Lettering Style)
- Using Strikethrough
- Using Superscripts and Subscripts
- Applying Colors and Highlights
- Clearing Formatting

### Working with Tabs

- Displaying the Ruler
- Using Default Tabs
- About Tab Types
- Setting Custom Tabs
- Moving and Deleting Custom Tabs

### Formatting Paragraphs

- About Paragraph Formats
- Aligning Paragraphs (Left, Center, Right)
- Adding Borders
- Applying Shading
- Indenting Paragraphs
- Adjusting Line Spacing
- Adjusting Paragraph Spacing
- Creating a Bulleted Lists
- Creating a Numbered Lists

### Modifying the Page Layout

- Adjusting Margins
- Adding Headers and Footers
- Formatting Header and Footer Text
- Adding Page Numbers
- Turning Pages Sideways (Landscape)
- Vertically Centering Text

### Previewing and Printing

- Using Draft View
- Using Print Preview
- Adding Page Breaks
- Viewing Page Break Characters
- Printing a Document

### Using Spell Check and AutoCorrect

- Correcting One Misspelled Word
- Spell Checking an Entire Document
- Checking for Grammar Errors
- Exploring AutoCorrect
- Changing AutoCorrect Settings

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