

Microsoft Office Word 2007: Basic

- **Course Length:** 1 Day

Course Overview

This course covers the basic functions and features of Word 2007. Students will learn how to enter and edit text, and save and browse documents. They will learn how to enhance the appearance of a document by using various formatting options. They will also create tables, insert headers and footers, proof and print documents, and insert graphics.

For comprehensive certification training, students should complete Word 2007: Basic, Intermediate, and Advanced.

Course Overview

Course Introduction

1m

Course Introduction

Unit 01 - Getting Started

32m

Topic A: The Word Window

The Word 2007 Window

Demo - A-1: Starting Word and Exploring the Program Window

Topic B: New Documents

Microsoft Online Templates

Demo - B-1: Creating a New Document

Nonprinting Characters

Demo - B-2: Entering Text and Displaying Nonprinting Characters

Save As Other Format Options

Demo - B-3: Saving a Document by Using the Save Command

Demo - B-4: Saving a Document in a New Folder

Saving Options

Demo - B-5: Setting an AutoRecover Interval

Demo - B-6: Closing a Document and Closing Word

Demo - B-7: Renaming a Folder

Topic C: Word Help

The Word Help Window

Demo - C-1: Using Word Help

Unit 01 Review

Unit 02 - Navigation and Selection Techniques

22m

Topic A: Document Navigation

A Recently Used Files List

Demo - A-1: Opening a Document
Scrollbar Components
Demo - A-2: Using Scrollbars and Zoom Options
Using a Split Window
Demo - A-3: Moving in a Document
The Go To Tab
Demo - A-4: Using the Go To Command to Move to a Specific Page
Demo - A-5: Using the Select Browser Object Button
Demo - A-6: Using Print Layout View
Full Screen Reading View
Demo - A-7: Using Full Screen Reading View
Topic B: Selection Techniques
Select Text with the Mouse
Demo - B-1: Using the Mouse to Select Text
Select Text with the Keyboard
Demo - B-2: Using the Keyboard to Select Text
Demo - B-3: Using the Selection Bar to Select Text
Unit 02 Review

Unit 03 - Editing Text

21m

Topic A: Working with Text

Deleting Text
Demo - A-1: Inserting and Deleting Text
The Date and Time Dialog Box
Demo - A-2: Inserting the Date and Time
Demo - A-3: Inserting a Symbol

Topic B: Using the Undo and Redo Commands

The Redo and Repeat Buttons
Demo - B-1: Using the Undo Command
Demo - B-2: Using the Redo Command

Topic C: Cutting, Copying, and Pasting Text

The Clipboard Task Pane
The Paste Options Button
Demo - C-1: Moving Text Using Paste Options
Demo - C-2: Copy Text from One Document to Another
Unit 03 Review

Unit 04 - Formatting Text

49m

Topic A: Character Formatting

The Mini Toolbar
Demo - A-1: Applying Character Format
The Font Dialog Box
Demo - A-2: Using the Font Dialog Box
Demo - A-3: Highlighting Text
Demo - A-4: Using the Format Painter

Demo - A-5: Using Paste Special

Topic B: Tab Settings

Tabs

Demo - B-1: Examining Tab Stops

The Tabs Dialog Box

Demo - B-2: Setting and Moving a Custom Tab Stop

Demo - B-3: Clearing and Setting Other Types of Tabs

Demo - B-4: Clearing All Tabs

Demo - B-5: Setting a Tab and Leader in the Tabs Dialog Box

Topic C: Paragraph Formatting

Paragraph Alignments

Demo - C-1: Changing Paragraph Alignment

Borders and Shading Dialog Box

Demo - C-2: Applying Borders and Shading

The Picture Bullet Dialog Box

Demo - C-3: Adding Bulleted and Numbered Lists

Demo - C-4: Editing Bulleted and Numbered Lists

Topic D: Paragraph Spacing and Indents

Indent Markers

Demo - D-1: Setting Indents

Demo - D-2: Setting Hanging Indents

Line Spacing

Demo - D-3: Setting the Spacing After a Paragraph

Demo - D-4: Setting Line Spacing for a Paragraph

Topic E: Automatic Formatting

AutoFormat Options

Demo - E-1: AutoFormat to Format Quoted Text

Unit 04 Review

Unit 05 – Tables

24m

Topic A: Creating Tables

The Table Gallery

Demo - A-1: Creating a Table

Convert Text to Table Dialog Box

Demo - A-2: Converting Text to a Table

Topic B: Working with Table Content

Moving within a Table

Demo - B-1: Navigating in a Table

Selecting Elements in a Table

Demo - B-2: Selecting Table Elements

Demo - B-3: Entering Text in a Table

Demo - B-4: Formatting Text in a Table

Topic C: Changing Table Structure

Adding Rows and Columns

Demo - C-1: Adding Rows and Columns

Demo - C-2: Deleting Columns, Rows, and an Entire Table

Demo - C-3: Changing the Width of a Column

The Table Properties Dialog Box

Demo - C-4: Aligning a Table

Demo - C-5: Converting a Table to Text

Unit 05 Review

Unit 06 - Page Layout

21m

Topic A: Headers and Footers

A Header

Demo - A-1: Creating a Header and Footer

Demo - A-2: Editing Headers and Footers

Demo - A-3: Inserting Page Numbers

Topic B: Margins

Left and Right Margins

Demo - B-1: Using Print Layout View to Adjust Margins

The Margins Tab

Demo - B-2: Setting Margins and Page Orientation

The Line and Page Breaks Tab

Demo - B-3: Applying Text-Flow Options

Topic C: Page Breaks

Adding a Manual Page Break

Demo - C-1: Adding and Deleting Manual Page Breaks

Unit 06 Review

Unit 07 - Proofing and Printing Documents

39m

Topic A: Checking Spelling and Grammar

Spelling and Grammar

Demo - A-1: Checking Spelling

Demo - A-2: Using the Automatic Spelling Checker

Demo - A-3: Checking Grammar

The Thesaurus

Demo - A-4: Finding Synonyms and Antonyms

Topic B: Using AutoCorrect

Demo - B-1: Examining AutoCorrect

Demo - B-2: Using the AutoCorrect Options Button

The AutoCorrect Dialog Box

Demo - B-3: Adding an Entry to your AutoCorrect List

Topic C: Finding and Replacing Text

The Find Tab

Demo - C-1: Searching for a Word

The Replace Tab

Demo - C-2: Replacing Text in a Document

The Format Menu

Demo - C-3: Formatting Multiple Selections Simultaneously

Topic D: Printing Documents

Demo - D-1: Previewing a Document Before Printing

The Print Dialog Box

Demo - D-2: Using the Print Dialog Box

Unit 07 Review

Unit 08 – Graphics

15m

Topic A: Adding Graphics and Clip Art

Options for Inserting Graphics

Demo - A-1: Inserting a Graphic

Demo - A-2: Inserting Clip Art

Topic B: Working with Graphics

The Text Wrapping Menu

Demo - B-1: Controlling Text Flow Around a Graphic

Demo - B-2: Resizing and Rotating a Graphic

Demo - B-3: Adjusting Contrast, Brightness, and Compression

Unit 08 Review

Course Closure

Total Duration: 3h 44m