



CORPORATE & CAREER TRAINING

WORD 2007 - FUNDAMENTALS

TRAINING OUTLINE

6 HOURS

I. EXPLORING WORD

- Working with Word
- Starting Word
- Using the Interface
- Using the Office Button
- Using the Quick Access Toolbar
- Customizing the Quick Access Toolbar
- Using the Mini Toolbar
- Using Ribbons and Tabs
- Using Dialog Box Launchers
- Using Program Tabs
- Using Contextual Tabs
- Using Live Preview

II. USING BASIC DOCUMENT SKILLS

- Entering Text into a Document
- Saving a New Document
- Closing a Document
- Creating a New Document
- Opening an Existing Document
- Scrolling using the Mouse
- Moving using the Keyboard
- Selecting Text
- Renaming an Existing Document
- Saving a Document in PDF or XPS Format

III. USING BASIC TEXT EDITING

- Removing Characters
- Deleting Selected Text
- Replacing Selected Text
- Cutting/Copying and Pasting Text
- Using the Paste Options Button
- Using Drag-and-Drop Editing
- Using Undo and Redo

IV. CHECKING SPELLING AND GRAMMAR

- Checking Spelling/Grammar as You Type
- Adding to the Custom Dictionary
- Running the Spelling Checker
- Running the Grammar Checker
- Selecting Grammar and Style Options
- Using Contextual Spelling

V. WORKING WITH DOCUMENT VIEWS

- Switching Document Views
- Hiding White Space in Print Layout View
- Using Full Screen Reading View
- Changing Document Magnification
- Displaying/Hiding the Rulers
- Viewing/Hiding the Formatting Marks
- Opening Multiple Documents
- Switching between Documents

VI. USING CHARACTER AND PARAGRAPH FORMATTING

- Formatting Characters
- Changing an Existing Font
- Modifying the Font Size
- Using Bold and Italics
- Underlining Text
- Copying Character Formatting
- Changing Character Case
- Formatting Paragraphs
- Aligning Paragraphs
- Modifying Line Spacing

VII. USING DOCUMENT FORMATTING

- Formatting Documents
- Inserting a Manual Page Break
- Removing a Manual Page Break
- Changing the Page Orientation
- Changing the Document Margins
- Changing the Paper Size
- Changing the Vertical Alignment

VIII. WORKING WITH HEADERS AND FOOTERS

- Creating Headers/Footers using the Galleries
- Inserting Page Numbers using the Gallery
- Inserting the Current Date
- Creating a First Page Header/Footer
- Setting the Starting Page Number

IX. PRINTING

- Previewing a Document
- Quick Printing the Current Document
- Printing the Current Page
- Printing Multiple Copies
- Printing Envelopes and Labels