

Microsoft ®

# Word 2007

## Course Outline

Foundation Level

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### THE MICROSOFT WORD 2007 SCREEN

- The Microsoft Word 2007 screen
- The levels of command organisation
- The Office Button, Tabs, Groups & Dialog box launcher

### STARTING TO USE MICROSOFT WORD 2007

- Using the default Microsoft Word document
- Saving Microsoft Word documents
- Opening and closing documents
- Saving your file using a different file name
- Creating a new document
- Using Help within Microsoft Word

### TEXT FORMATTING

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

### MANIPULATING TEXT

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

### THE CLIPBOARD

- Using the Clipboard

### 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 to a list
- Numbering a list

### ADDING BORDERS AND SHADING

- Adding a border
- Adding shading

### FINDING AND REPLACING TEXT

- Finding text
- Replacing text

### TABS

- Tab stops
- Setting and removing tabs

### STYLES

- Applying styles to a word, line or a paragraph

### PAGE FORMATTING

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

### 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

### GRAPHICS

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

### MULTIPLE DOCUMENTS

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

### PROOFING AND PRINTING

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