



# Microsoft Word 2007 Level 1

## COURSE OUTLINE

<p><b>Course Duration:</b></p> <p>1 Day</p> <p><b>Prerequisites:</b></p> <p>Windows XP: Basic or equivalent experience</p> <p><b>Course Overview:</b></p> <p><b>After completing this course, students will know how to:</b></p> <p>Use the elements of the Word window, create and save documents, and access and use Help.</p> <p>Open a Word document; navigate by using the scrollbars, the keyboard, the Go To command, and the Select Browse Object button; switch document views; and select text by using the keyboard, mouse, and selection bar.</p> <p>Insert text, dates, times, symbols, and special characters; use the Undo and Redo commands; and cut, copy, and paste text.</p> <p>Change the appearance of text by applying character formatting; align text by setting tabs; format paragraphs by aligning them, adding borders, and applying bullets and numbering; change paragraph indents, line spacing, and paragraph spacing; and set AutoFormat options.</p>	<p>Create tables; navigate, select elements, add text, and apply formatting in a table; and change the structure of tables. Add headers and footers to a document; set and change margins; and add and delete manual page breaks.</p> <p>Proof a document and use the thesaurus; use AutoCorrect to insert text automatically; find and replace text; and preview and print documents.</p> <p>Insert graphics and clip art; move graphics; modify graphics by cropping, rotating, resizing, and adjusting contrast in them; and wrap text around graphics.</p> <p><b>Outline:</b></p> <p><b>Getting started</b></p> <p>The Word window New documents Word Help</p> <p><b>Navigation and selection techniques</b></p> <p>Document navigation Selection techniques Editing text Working with text Using the Undo and Redo commands Cutting, copying, and pasting text</p> <p><b>Formatting text</b></p> <p>Character formatting Tab settings Paragraph formatting Paragraph spacing and indents Automatic formatting</p>	<p><b>Tables</b></p> <p>Creating tables Working with table content Changing table structure</p> <p><b>Page layout</b></p> <p>Headers and footers Margins Page breaks</p> <p><b>Proofing and printing documents</b></p> <p>Checking spelling and grammar Using AutoCorrect Finding and replacing text Printing documents</p> <p><b>Graphics</b></p> <p>Adding graphics and clip art Working with graphics</p>
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