

Word 2007: Basic

1 Day

Prerequisites

- Windows XP Foundation, Windows Vista Foundation, or commensurate knowledge and experience

Objectives

Per the specified learning objects identified in the outline

Section 1: Starting Out

Lesson 1.1: Meeting Microsoft Office Word 2007

- What is Microsoft Office Word 2007?
- What's New in Microsoft Office Word 2007?
- Launching Word
- Interacting with Word
- Closing Word

Lesson 1.2: Creating a Document

- Creating a New Document
- Typing Text
- Deleting Text
- The Basics of Selecting Text

Lesson 1.3: Navigating in Your Document

- Navigating Using the Mouse
- Navigating Using the Scroll Bars
- Navigating Using the Keyboard
- Using the Go To Dialogue

Lesson 1.4: Doing More with Your Document

- Using Basic Formatting
- Using Advanced Formatting
- Using Undo and Redo
- Removing Formatting

Lesson 1.5: Working with Your Document

- Saving Files
- Opening Files
- Using the Recent Documents List
- Switching Between Open Files
- Closing Files

Lesson 1.6: Getting Help in Word

- Opening Help
- Using the Help Screen
- The Help Toolbar
- Searching for Help
- Online Help vs. Offline Help
- Using the Table of Contents
- Getting Help in a Dialogue Box

Section 2: The New Interface

Lesson 2.1: Getting Acquainted

- Using the Office Menu
- Using the Status Bar
- Using the Mini Toolbar
- Using Dialogue Boxes
- Using Right-Click Menus
- Keyboard Shortcuts

Lesson 2.2: The Quick Access Toolbar

- Using the Toolbar
- Adding and Removing Buttons
- Moving the Quick Access Toolbar
- Using the Options Dialogue to Customize the Toolbar

Lesson 2.3: Ribbons and Chunks

- About Ribbons
- About Chunks
- About Option Buttons
- Minimizing the Ribbon

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Lesson 2.4: The Home Ribbon

- Clipboard Commands
- Font Commands
- Paragraph Commands
- Styles Commands
- Editing Commands

Lesson 2.5: The Insert Ribbon

- Pages Commands
- Tables Commands
- Illustration Commands
- Link Commands
- Header and Footer Commands
- Text Commands
- Symbols Commands

Lesson 2.6: The View Ribbon

- Document Views Commands
- Show/Hide Tools
- Zoom Tools
- Window Commands
- Macro Commands

Section 3: Advanced Ribbons

Lesson 3.1: The Page Layout Ribbon

- Themes Commands
- Page Setup Commands
- Page Background Commands
- Paragraph Commands
- Arrange Commands

Lesson 3.2: The References Ribbon

- Table of Contents Commands
- Footnotes and Endnotes Commands
- Citations and Bibliography Commands
- Captions Commands
- Index Commands
- Table of Authorities Commands

Lesson 3.3: The Mailings Ribbon

- Create Commands
- Start Mail Merge
- Write and Insert Fields
- Preview Results
- Finish the Merge

Lesson 3.4: The Review Ribbon

- Proofing Tools
- Comments Commands
- Tracking Commands
- Changes Commands
- Compare Commands
- Protect Commands

Lesson 3.5: Contextual Ribbons

- WordArt Tools
- Text Box Tools
- Equation Tools
- SmartArt Tools
- Table Tools
- Chart Tools
- Picture Tools
- Header and Footer Tools
- Developer Ribbon

Section 4: Creating Documents

Lesson 4.1: Creating a New Document

- Creating a Blank Document
- Creating a Document from Local Templates
- Creating a Document from Online Templates

Lesson 4.2: Selecting Text

- Selecting Text with the Mouse
- Selecting Text with the Keyboard
- Selecting Text and Objects with the Home Ribbon
- Tips and Tricks

Lesson 4.3: Moving Text

- Cutting, Copying, and Pasting Text
- Using the Office Clipboard
- Dragging and Dropping Text
- Finding Text
- Replacing Text

Lesson 4.4: Applying Advanced Text Effects

- Using the Format Painter
- Adding Drop Caps
- Applying a Quick Style
- Aligning and Justifying Text

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Section 5: Doing More with Text

Lesson 5.1: Fonts on the Home Ribbon

- Choosing a Font Type
- Changing the Font Size
- Applying Font Color
- Applying Highlighting
- Applying Advanced Underlining
- Changing Case

Lesson 5.2: The Font Dialogue

- Opening the Font Dialogue
- Using the Font Tab
- Using the Character Spacing Tab
- Setting your Default Font
- Embedding Fonts

Lesson 5.3: Using Tabs

- Types of Tabs
- Using Tabs
- Setting Tabs
- Moving or Removing Tabs

Lesson 5.4: Paragraph Options

- Indenting Using the Ruler
- Indenting Using the Home Ribbon
- Changing Paragraph Spacing
- Adding Borders or Shading Using the Home Ribbon
- Using the Borders and Shading Dialogue

Section 6: Printing and Viewing Your Document

Lesson 6.1: Using Layouts and Views

- Using Print Layout
- Using Full Screen Reading
- Using Web Layout
- Using Outline View
- Using Draft View

Lesson 6.2: Basic Viewing Tools

- Using Minimize, Maximize, and Restore
- Using Zoom on the View Ribbon
- Using View Controls on the Status Bar
- Using the Zoom Dialogue

Lesson 6.3: Advanced View Tools

- Using the Document Browser
- Using the Show/Hide Tools
- Using the Document Map
- Using Thumbnails
- Showing Special Characters

Lesson 6.4: Using Print Preview

- Opening Print Preview
- Using the Print Preview Ribbon
- Navigating Print Preview
- Closing Print Preview
- Print Preview versus Print Layout

Lesson 6.5: Using Page Setup

- Using the Page Setup Chunk
- Setting Margins
- Changing Page Orientation
- Setting Paper Size
- Using the Page Setup Dialogue

Lesson 6.6: Printing a Document

- Print Commands
- Using Basic Print Options
- Using Advanced Print Options
- Setting Printer Properties