



Microsoft Word 2007- Beginner

Introducing Word

- What is Word?
- The Windows Environment
- Starting Word
- Word Help Window

Screen Components

- The Title Bar
- The Office Menu
- The Ribbon
- Using the Ribbon
- Quick Access Toolbar
- Contextual Tabs
- The Minibar
- The Ruler
- The Status Bar
- Word Count
- The Proofing Tool and Typing Mode Indicator
- The View Shortcuts
- Zoom Feature

Navigation Tools

- Navigating Documents
- Using Scroll Bars
- The Page Indicator
- The Horizontal Scroll Bar
- Previous and Next Page Buttons
- Browsing for Objects
- Go To Command
- Moving to End of Document
- Moving to Top of Document
- Thumbnails Task Pane



Creating Documents

- Creating New Documents
- Pointer Shapes
- Entering Click and Type Text
- Inserting Date and Time Fields
- Centering Text
- Activating the Show Command
- Paragraphs in Word
- The Enter Key
- Word Wrap
- De-activating the Show Button
- Insert and Overtyping Modes
- Overtyping Mode
- Returning to Insert Mode
- Insert Mode
- Selecting Text
- Selecting a Word
- Selecting Complete Lines
- De-selecting Text
- Selecting Paragraphs
- Selecting Blocks of Text
- Selecting the Entire Document
- Deleting Text
- Deleting Text Using Keys
- Deleting Blocks of Text
- Deleting a Word
- Deleting from the Cursor Forward
- Activating the Show Command
- Deleting from the Cursor Backward
- Using Undo
- Undoing Multiple Actions
- Using Redo
- The Repeat Command
- The Repeat Shortcut Keys



Opening Saving and Closing

- Opening, Saving and Closing
- Open Box Components
- The Places bar
- Changing Drives
- Opening Folders
- Changing Views
- Opening Documents
- Opening Recently Used Files
- Moving Between Documents
- Saving Documents
- Using Save As
- Saving Existing Files
- Closing Documents
- Quitting Word

Task Panes and Dialog Boxes

- Task Panes, Windows and Dialog Boxes
- Styles Window
- Clipboard Task Pane

Smart Tags

- Introducing Smart Tags
- Activating Smart Tags
- Context Sensitive Smart Tags
- Using Smart Tags
- Paste Options Smart Tags
- Autocorrect Options Smart Tags
- Turning Smart Tags Off

Moving and Copying Text

- Moving and Copying Text
- Cut and Paste
- Cut versus Copy
- Cut, Copy and Paste
- Moving Text using the Ribbon
- Copying Text using Shortcut Menu
- Using Paste Special
- Copying Data using Drag and Drop
- Moving Text using Drag and Drop
- Maximizing a Window



Basic Text Formatting

- Basic Text Formatting
- Bolding Text
- Underlining Text
- Applying Italics
- Removing Format Attributes
- Changing Fonts
- Changing Font Size
- Changing Text Color
- Highlighting Text
- Undoing Highlighting
- Aligning Text
- Changing Case
- Using the Font Box
- Changing Character Spacing

Proofing Tools

- Proofing Tools
- Spelling and Grammar Checker
- The Thesaurus
- Using the Thesaurus

AutoCorrect and Building Blocks

- AutoCorrect
- Creating Building Blocks
- Inserting a Building Block Entry

Find and Replace

- Finding and Replacing Words
- Finding Words in Documents
- Replacing Words in Documents



Correction Signs

- Why Involve Third Parties?
- Difference between Proof Reading and Editing
- Spelling and Grammar Checker
- Capitals and Case
- Deletions and Changes
- Substitute Character
- Close Up Space
- Delete and Omit Words and Characters
- Delete and Close Up
- Ignore Correction
- Substitute Word
- Insert Corrections
- Paragraph Corrections
- Highlight Text Corrections
- Move Text Corrections
- Move to Left / Do not Indent Correction
- Take Back to Previous Line Correction
- Take Over to Next Line Correction
- Align Vertically Correction
- Align Vertically Correction
- Spacing Corrections
- User Punctuation Corrections
- Insert Apostrophe
- Insert Quotation Marks
- Insert Full Stop
- Insert Comma
- Transposition Corrections
- Insertion Corrections

Printing Documents

- Using Zoom
- Viewing Documents in Full Screen Reading
- Exiting Full Screen Reading View
- Using Page Setup
- Printing Documents
- Selecting Printers



Envelopes and Labels

- Introduction
- Printing Envelopes and Labels
- Creating an Envelope
- Changing Envelope Options
- Adding an Envelope to a Document
- Creating Labels
- Changing Label Options