

Introduction to Word 2007

Getting Started

- ◆ Word 2007 Screen
- ◆ Word 2007 Interface
- ◆ Microsoft Office Button
- ◆ Quick Access Toolbar
- ◆ Ribbon-Accessing Most Commands
- ◆ Word option button
- ◆ Dialog Boxes
- ◆ Views in Word 2007

Creating a Document

- ◆ Entering Text
- ◆ Using Caps Lock and Num lock Keys
- ◆ Beginning a New Document
- ◆ Saving a Document
- ◆ Printing a Document
- ◆ Closing a Document

Editing a Document

- ◆ Opening an Existing Document
- ◆ Moving the Cursor
- ◆ Inserting Text and Replacing Text
- ◆ Saving a File
- ◆ Deleting Text
- ◆ Show Codes
- ◆ Dividing and Combining Paragraphs

Selecting, Moving and Copying Text

- ◆ Selecting Text
- ◆ Deleting Selected Text
- ◆ Undo
- ◆ Typing Replaces Selection
- ◆ Moving Text
- ◆ Copying Text
- ◆ Office Clipboard

Character Formatting

- ◆ Bold, Underline and Italics
- ◆ Formatting Selected Text
- ◆ Removing Character Formats
- ◆ Fonts and Size

Paragraph Formatting

- ◆ Paragraph Basics
- ◆ Text Alignment
- ◆ Indenting Text
- ◆ Automatic Numbering
- ◆ Hanging Indents
- ◆ Line spacing

Checking Your Document

- ◆ Using Spell Check
- ◆ Changing Spelling and Grammar
- ◆ Using the Autocorrect Feature
- ◆ Using the Thesaurus