

Word Beyond Basics

Managing You Documents

- ◆ Manage Documents in 2007
- ◆ Viewing the Document List
- ◆ Compatibility Problems
- ◆ Creating Documents in Word 2007

Setting Tabs

- ◆ Types of Tab Stops
- ◆ Setting Tabs

Page Layout

- ◆ Page Setup
- ◆ Previewing a Document
- ◆ Creating Envelopes and Labels

Find and Replace

- ◆ Finding Text
- ◆ Search Options
- ◆ Replacing Text

Multi-Page Documents

- ◆ Moving around in a Document
- ◆ Pagination
- ◆ More Print Preview
- ◆ Page Breaks
- ◆ Printing Part of a Document
- ◆ Inserting Page Numbers
- ◆ Headers and Footers