



**Course Title:** Microsoft Word 2007- Basic

**Duration:** 9 hours

**Course Outline:**

**Getting started**

**Topic A:** The Word window

**A-1:** Starting Word and exploring the program window

**Topic B:** New documents

**B-2:** Creating a new document

**B-3:** Entering text and displaying nonprinting characters

**B-4:** Saving a document by using the Save command

**B-5:** Saving a document in a new folder

**B-6:** Setting an AutoRecover interval

**B-7:** Closing a document and closing Word

**B-8:** Renaming a folder

**Topic C:** Word Help

**C-9:** Using Word Help

**Navigation and selection techniques**

**Topic D:** Document navigation

**D-10:** Opening a document

**D-11:** Using scrollbars and Zoom options

**D-12:** Moving in a document

**D-13:** Using the Go To command to move to a specific page

**D-14:** Using the Select Browse Object button

**D-15:** Using Print Layout view

**D-16:** Using Full Screen Reading view

**Topic E:** Selection techniques

**E-17:** Using the mouse to select text

**E-18:** Using the keyboard to select text

**E-19:** Using the selection bar to select text

**Editing text**

**Topic F:** Working with text

**F-20:** Inserting and deleting text

**F-21:** Inserting the date and time

**F-22:** Inserting a symbol

**Topic G:** Using the Undo and Redo commands

**G-23:** Using the Undo command

**G-24:** Using the Redo command

**Topic H:** Cutting, copying, and pasting text

**H-25:** Moving text and using Paste Options

**H-26:** Copying text from one document to another

**Formatting text**

**Topic I:** Character formatting

**I-27:** Applying character formatting

**I-28:** Using the Font dialog box

**I-29:** Highlighting text

**I-30:** Using the Format Painter

**I-31:** Using Paste Special

- Topic J:** Tab settings
  - J-32:** Examining tab stops
  - J-33:** Setting and moving a custom tab stop
  - J-34:** Clearing and setting other types of tabs
  - J-35:** Clearing all tabs
  - J-36:** Setting a tab and leader in the Tabs dialog box
- Topic K:** Paragraph formatting
  - K-37:** Changing paragraph alignment
  - K-38:** Applying borders and shading
  - K-39:** Adding bulleted and numbered lists
  - K-40:** Editing bulleted and numbered lists
- Topic L:** Paragraph spacing and indents
  - L-41:** Setting indents
  - L-42:** Setting a hanging indent
  - L-43:** Setting the spacing after a paragraph
  - L-44:** Setting line spacing for a paragraph
- Topic M:** Automatic formatting
  - M-45:** Using AutoFormat to format quoted text

## **Tables**

- Topic N:** Creating tables
  - N-46:** Creating a table
  - N-47:** Converting text to a table
- Topic O:** Working with table content
  - O-48:** Navigating in a table
  - O-49:** Selecting table elements
  - O-50:** Entering text in a table
  - O-51:** Formatting text in a table
- Topic P:** Changing table structure
  - P-52:** Adding rows and columns
  - P-53:** Deleting columns, rows, and an entire table
  - P-54:** Changing the width of a column
  - P-55:** Aligning a table
  - P-56:** Converting a table to text

## **Page layout**

- Topic Q:** Headers and footers
  - Q-57:** Creating a header and footer
  - Q-58:** Editing headers and footers
  - Q-59:** Inserting page numbers
- Topic R:** Margins
  - R-60:** Using Print Layout view to adjust margins
  - R-61:** Setting margins and page orientation
  - R-62:** Applying text-flow options
- Topic S:** Page breaks
  - S-63:** Adding and deleting manual page breaks

## **Proofing and printing documents**

**Topic T:** Checking spelling and grammar

**T-64:** Checking spelling

**T-65:** Using the automatic spelling checker

**T-66:** Checking grammar

**T-67:** Finding synonyms and antonyms

**Topic U:** Using AutoCorrect

**U-68:** Examining AutoCorrect

**U-69:** Using the AutoCorrect Options button

**U-70:** Adding an entry to your AutoCorrect list

**Topic V:** Finding and replacing text

**V-71:** Searching for a word

**V-72:** Replacing text in a document

**V-73:** Formatting multiple selections simultaneously

**Topic W:** Printing documents

**W-74:** Previewing a document before printing

**W-75:** Using the Print dialog box

## **Graphics**

**Topic X:** Adding graphics and clip art

**X-76:** Inserting a graphic

**X-77:** Inserting clip art

**Topic Y:** Working with graphics

**Y-78:** Controlling text flow around a graphic

**Y-79:** Resizing and rotating a graphic

**Y-80:** Adjusting contrast, brightness, and compression

**Course Title:** Microsoft Word 2007- Intermediate

**Duration:** 9 hours

**Course Outline:**

**Styles**

- Topic Z:** Examining formatting
  - Z-81:** Using the Reveal Formatting pane
- Topic AA:** Creating styles
  - AA-1:** Applying a style
  - AA-2:** Creating a style by example
  - AA-3:** Basing one style on another
  - AA-4:** Controlling pagination by using styles
  - AA-5:** Creating a character style
- Topic BB:** Modifying styles
  - BB-6:** Modifying a style
  - BB-7:** Overriding a style
  - BB-8:** Modifying the Normal style
  - BB-9:** Exporting a style
- Topic CC:** Outlining
  - CC-10:** Creating an outline
  - CC-11:** Organizing an outline
  - CC-12:** Formatting an outline
- Topic DD:** Using Full Screen Reading view
  - DD-13:** Using the Document Map pane
  - DD-14:** Viewing document thumbnails

**Sections and columns**

- Topic A:** Creating and formatting sections
  - A-15:** Inserting and deleting section breaks
  - A-16:** Formatting sections
  - A-17:** Inserting section headers and footers
  - A-18:** Formatting section page numbers
- Topic B:** Working with columns
  - B-19:** Formatting text into columns
  - B-20:** Inserting column breaks
  - B-21:** Adding a heading across columns

**Formatting tables**

- Topic A: Table formatting basics
  - A-22:** Aligning text in table cells
  - A-23:** Merging table cells
  - A-24:** Splitting table cells
  - A-25:** Changing text orientation
  - A-26:** Changing row height
- Topic B: Borders and shading
  - B-27:** Changing table borders
  - B-28:** Shading table cells
- Topic C: Table data
  - C-29:** Sorting table data
  - C-30:** Splitting a table
  - C-31:** Repeating the header row
  - C-32:** Entering a formula in a table

- Topic D: Table styles
  - D-33:** Applying table styles
  - D-34:** Using style options
  - D-35:** Modifying a table style

### **Printing labels and envelopes**

- Topic E: Labels
  - E-36:** Printing multiple labels for a single address
- Topic F: Envelopes
  - F-37:** Printing a single envelope

### **Templates and building blocks**

- Topic G:** Template basics
  - G-38:** Using a template
  - G-39:** Saving an altered template
  - G-40:** Creating a document from a user-defined template
  - G-41:** Saving a template in the Templates folder
- Topic H:** Building blocks
  - H-42:** Using the Building Blocks Organizer
  - H-43:** Inserting building blocks
  - H-44:** Creating building blocks
  - H-45:** Modifying a building block
  - H-46:** Deleting building blocks
- Topic I:** Document properties
  - I-47:** Protecting a document
  - I-48:** Viewing and editing document properties
  - I-49:** Viewing document statistics

### **Graphics**

- Topic J:** Diagrams
  - J-50:** Creating an organization chart
  - J-51:** Formatting an organization chart
- Topic K:** Drawing tools
  - K-52:** Drawing a shape
  - K-53:** Modifying a shape
  - K-54:** Inserting a text box
  - K-55:** Formatting a text box
  - K-56:** Arranging multiple objects
  - K-57:** Changing a shape into another shape
- Topic L:** Formatting text graphically
  - L-58:** Using WordArt
  - L-59:** Inserting and modifying a drop cap
  - L-60:** Inserting a pull quote

### **Managing document revisions**

- Topic M:** Tracking changes in a document
  - M-61:** Tracking changes while editing
  - M-62:** Reviewing and accepting revisions
  - M-63:** Viewing changes by different reviewers

**M-64:** Restricting edits to tracked changes  
**M-65:** Managing multiple documents simultaneously  
**M-66:** Merging revisions

**Topic N:** Working with comments

**N-67:** Inserting and modifying comments  
**N-68:** Merging changes into an existing document  
**N-69:** Printing comments  
**N-70:** Deleting a comment

## **Web features**

**Topic O:** Web pages

**O-71:** Previewing a document as a Web page  
**O-72:** Saving a document as a Web page  
**O-73:** Opening an HTML document in a browser  
**O-74:** Editing an HTML document in Word

**Topic P:** Hyperlinks

**P-75:** Inserting a hyperlink to an HTML file  
**P-76:** Navigating with hyperlinks  
**P-77:** Creating a hyperlink to a Word document