

Word 2007 Level 1

Exploring Word

- Working with Word
- Starting Word
- Using the Interface
- Using the Office Button
- Using the Quick Access Toolbar
- Customizing the Quick Access Toolbar
- Using the Mini Toolbar
- Using Ribbons and Tabs
- Using Dialog Box Launchers
- Using Program Tabs
- Using Contextual Tabs
- Using Live Preview
- Exiting Word

Using Basic Document Skills

- Entering Text into a Document
- Saving a New Document
- Closing a Document
- Creating a New Document
- Opening an Existing Document
- Scrolling using the Mouse
- Moving using the Keyboard
- Selecting Text
- Using Overtyping Mode
- Creating a New Folder
- Renaming an Existing Document
- Saving a Document in PDF or XPS Format
- Using Basic Document Skills

Using Basic Text Editing

- Removing Characters
- Deleting Selected Text
- Replacing Selected Text
- Cutting/Copying and Pasting Text
- Using the Paste Options Button
- Using the Clipboard Pane
- Changing Office Clipboard Options
- Sharing the Office Clipboard
- Using Drag-and-Drop Editing
- Using Undo and Redo
- Using Basic Text Editing

Checking Spelling and Grammar

- Checking Spelling/Grammar as You Type
- Adding to the Custom Dictionary
- Setting Global Spelling Checker Settings
- Setting Exceptions for a Document
- Using the Exclusion Dictionary
- Running the Spelling Checker
- Running the Grammar Checker
- Selecting Grammar and Style Options
- Using Contextual Spelling
- Checking Spelling and Grammar

Printing

- Previewing a Document
- Quick Printing the Current Document
- Printing the Current Page
- Printing Multiple Copies
- Printing Envelopes and Labels
- Printing

Working with Document Views

- Switching Document Views
- Hiding White Space in Print Layout View
- Using Full Screen Reading View
- Changing Document Magnification
- Displaying/Hiding the Rulers
- Viewing/Hiding the Formatting Marks
- Opening Multiple Documents
- Switching between Documents
- Comparing Side by Side Documents
- Using Synchronous Scrolling
- Working with Document Views

Getting Help

- Searching for Help
- Getting Help in Dialog Boxes
- Getting Help

Using Character Formatting

- Formatting Characters
- Changing an Existing Font
- Modifying the Font Size
- Using Bold and Italics
- Underlining Text
- Highlighting Text
- Copying Character Formatting
- Changing Character Case
- Using Character Formatting

Using Paragraph Formatting

- Formatting Paragraphs
- Aligning Paragraphs
- Using Click and Type to Align Text
- Modifying Paragraph Spacing
- Revealing Formatting
- Modifying Line Spacing
- Copying Paragraph Formats
- Using Paragraph Formatting

Using Section Breaks

- Working with Section Breaks
- Inserting a Next Page Break
- Formatting a Section
- Inserting a Continuous Break
- Inserting an Odd/Even Page Break
- Removing a Section Break
- Inserting Automatic Section Breaks
- Modifying a Section Break
- Using Section Breaks

Indenting Paragraphs

- Changing the Left Indent
- Indenting the First Line
- Creating a Hanging Indent
- Creating a Right Indent
- Indenting Paragraphs

Using Styles

- Using the Quick Styles Gallery
- Using Style Inspector
- Managing Styles
- Applying Styles
- Creating a Style
- Adding a Style to the Quick Styles Gallery
- Editing an Existing Style
- Clearing Formats and Styles
- Deleting a Style
- Using Styles

Formatting with Document Themes

- Selecting a Theme
- Creating New Theme Colors
- Creating New Theme Fonts
- Changing Theme Effects
- Formatting with Document Themes

Using Document Formatting

- Formatting Documents
- Inserting a Manual Page Break
- Removing a Manual Page Break
- Changing the Page Orientation
- Changing the Document Margins
- Changing the Paper Size
- Changing the Vertical Alignment
- Using Document Formatting

Setting Tabs

- Using Tab Stops
- Setting Tab Stops
- Deleting and Moving Tab Stops
- Clearing All Tabs
- Creating a Leader Tab
- Creating a Bar Tab
- Setting Tabs

Using Numbers and Bullets

- Typing a Numbered or Bulleted List
- Adding Numbers or Bullets to Text
- Deleting a Numbered or Bulleted Item
- Adding a Numbered or Bulleted Item
- Removing Numbers or Bullets from Text
- Changing a Bullet or Number Style
- Using Numbers and Bullets

Working with Headers and Footers

Creating Headers/Footers using the Galleries

Inserting Page Numbers using the Gallery

Inserting the Current Date

Creating a First Page Header/Footer

Alternating Odd and Even Headers/Footers

Setting the Starting Page Number

Working with Headers and Footers