



Microsoft Word 2007 Basic

1.0 Getting Started with Word 2007

- 1.1 Exploring the Word Window
- 1.2 Exploring the User Interface
- 1.3 Exploring the Ribbon
- 1.4 Document Navigation
- 1.5 Selection Techniques
- 1.6 Viewing Documents
- 1.7 Chapter Review Test

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2.0 Creating a Word Document

- 2.1 Entering, Navigating, Selecting Text
- 2.2 Working with Blocks of Text
- 2.3 Searching for and Replacing Text
- 2.4 How to Save Your Document
- 2.5 How to Preview and Print Your Document
- 2.6 Chapter Review Test

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3.0 Formatting the Contents of a Document

- 3.1 Text Formatting
- 3.2 Copy Formatting
- 3.3 Find and Replace Formatting
- 3.4 Automatic Formatting
- 3.5 Paragraph Spacing and Indents
- 3.6 Setting Tabs and Aligning Text
- 3.7 Paragraph Alignment and Page Breaks
- 3.8 Adding Borders and Shading to Paragraphs
- 3.9 Applying Styles
- 3.10 Creating Lists
- 3.11 Chapter Review Test

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4.0 Page Layout

- 4.1 Modifying the Orientation
- 4.2 Page Borders and Colors
- 4.3 Adding Headers and Footers
- 4.4 Modifying Content from Print Preview
- 4.5 Chapter Review Test

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5.0 Proofing and Printing your Word Documents

- 5.1 Spelling and Grammar
- 5.2 Using AutoCorrect and Word Count
- 5.3 Chapter Review Test

6.0 Graphics

- 6.1 Adding and Using Graphics
- 6.2 Adding Symbols and Special characters
- 6.3 Watermarks
- 6.4 Chapter Review Test

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7.0 Tables

- 7.1 How to Create a Table and Enter Data
- 7.2 How to Change the Table Structure
- 7.3 Formatting the Table
- 7.4 Converting Text to Table
- 7.5 Chapter Review Test

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