

Word 2007 Introduction

Getting Started

- Overview of Word 2007 Screen
- Open A Document
- Navigate Pages
- Enter / Delete Text
- Create / Delete Space
- Check Spelling
- Use Thesaurus Tool
- Save / Save As
- Quick Print
- Close
- Create New Document

Selecting

- Select A Word
- Select A Line
- Select A Paragraph
- Select All Text

Text Formatting

- Font Type
- Font Size
- Bold
- Italics
- Underline
- Superscript
- Change Case
- Text Highlight
- Font Colour

Working With Paragraphs

- Align Text Left
- Centre Text
- Align Text Right
- Justify Text
- Change Line Spacing
- Apply Shading
- Apply / Remove Bottom Border
- Apply / Remove Outside Border
- Apply / Remove Bullets
- Apply / Remove Numbering
- Increase / Decrease Left Indent
- Increase / Decrease Right Indent

Text & Page Layout

- Copy & Paste Within A Document
- Paste Options
- Copy & Paste Between Documents
- Cut & Paste Within A Document
- Change Margins
- Change Page Orientation
- Apply Page Border
- Change Page Colour

Introduction To Tables

- Insert A Table
- Change Column Width
- Change Row Height
- Select Cells / Rows / Columns
- Select Entire Table
- Apply Table Formatting
- Insert / Delete Rows

Working With Pictures

- Insert A Picture
- Insert A ClipArt Picture
- Resize / Move Picture
- Align Images With Text
- Apply Picture Formatting
- Apply Picture Alignment

Saving & Printing

- Save As 97-2003 Document
- Save As PDF
- Save Document To Subfolder
- Open Document From Subfolder
- Print Preview
- Change Printer Name
- Print Current Page
- Print Specific Pages
- Print Copies
- Collate