

Word 2007 Basic Ref: WD27BA

Days of training: 1

Prerequisites: Windows XP: Basic or equivalent experience

Getting started

The Word window
New documents
Word Help

Navigation and selection techniques

Document navigation
Selection techniques

Editing text

Working with text
Using the Undo and Redo commands
Cutting, copying, and pasting text

Formatting text

Character formatting
Tab settings
Paragraph formatting
Paragraph spacing and indents
Automatic formatting

Tables

Creating tables
Working with table content
Changing table structure

Page layout

Headers and footers
Margins
Page breaks

Proofing and printing documents

Checking spelling and grammar
Using AutoCorrect
Finding and replacing text
Printing documents

Graphics

Adding graphics and clip art
Working with graphics