

WORD 2007 INTRODUCTION

Getting started

- starting Word, the Word application window
- using the Word menu system
- using the Microsoft Office button, using the quick access toolbar
- displaying help information
- exiting from Word

Creating a document

- resetting the working folder
- entering text into a document, saving a document
- examining document properties, printing a document
- closing a file

Editing a document(Part 1)

- reopening a file
- moving the insertion point within a document / selecting text
- inserting the current date and time into a document
- inserting text into a document/deleting text from a document
- reversing an edit operation

Editing a document(Part 2)

- finding text in a document
- finding and replacing text in a document, moving a text block
- copying a text block, changing the zoom level of a document
- displaying a document in full-screen mode

Formatting a document (Part 1)

- applying attributes to text, applying a new font and font size to text
- simultaneously applying multiple font options to text
- indenting a paragraph, formatting existing text
- resetting line and paragraph spacing in a document
- resetting paragraph alignment in a document

Formatting a document (Part 2)

- resetting the margins of a document
- resetting the page orientation for a document
- setting and clearing tab stops in a document
- using decimal tab stops
- creating a bulleted/numbered list
- inserting a hard page break/creating a multiple-page document

Using Word's writing tools

- using the spelling and grammar checker, using the thesaurus
- using the translation dictionary, defining and inserting an autotext entry
- customizing the autocorrect dictionary

Additional Word features

- using a Word template to create a document
- inserting symbols and special characters into a document
- printing an envelope and a label
- saving a document as a web page
- using full screen reading view

Final case study