

# Word & Excel Level 1 Combo

## **THE FUNDAMENTALS**

- Starting Word & Excel 2007
- What's New in Word & Excel 2007
- Understanding the Word & Excel 2007 Screen
- Understanding the Ribbon
- Using the Office Button and Quick Access Toolbar
- Using Keyboard Commands
- Using Contextual Menus and the Mini Toolbar
- Using Help
- Exiting Word & Excel 2007

## **DOCUMENT BASICS**

- Creating a New Document
- Inserting and Deleting Text
- Saving a Document
- Opening a Document
- Selecting and Replacing Text
- Using Undo, Redo and Repeat
- Navigating through a Document
- Viewing a Document
- Previewing and Printing a Document
- Closing a Document

## **WORKING WITH AND EDITING TEXT**

- Checking Spelling and Grammar
- Using Find and Replace
- Using Word Count and the Thesaurus
- Inserting Symbols and Special Characters
- Cutting, Copying, and Pasting Text
- Using the Office Clipboard
- Moving and Copying Text Using the Mouse

## **FORMATTING CHARACTERS AND PARAGRAPHS**

- Changing Font Type
- Changing Font Size
- Changing Font Color and Highlighting Text
- Changing Font Styles and Effects
- Creating Lists
- Changing Paragraph Alignment

## **WORKSHEET BASICS**

- Creating a New Workbook
- Opening a Workbook
- Navigating a Worksheet
- Entering Labels
- Entering Values
- Selecting a Cell Range
- Overview of Formulas and Using AutoSum
- Entering Formulas
- Using AutoFill
- Saving a Workbook
- Previewing and Printing a Worksheet
- Closing a Workbook

## **EDITING A WORKSHEET**

- Editing Cell Contents
- Cutting, Copying, and Pasting Cells
- Moving and Copying Cells Using the Mouse
- Using the Office Clipboard
- Checking Your Spelling
- Inserting Cells, Rows, and Columns
- Deleting Cells, Rows, and Columns

## **FORMATTING A WORKSHEET**

- Formatting Labels
- Formatting Values
- Adjusting Row Height and Column Width
- Working with Cell Alignment
- Adding Cell Borders, Background Colors and Patterns
- Using the Format Painter
- Using Cell Styles
- Using Document Themes

## **WORKING WITH PAGE LAYOUT AND PRINTING**

- Creating Headers and Footers
- Using Page Breaks
- Adjusting Margins and Orientation
- Adjusting Size and Scale
- Adding Print Titles, Gridlines and Headings