

# Word Level 1

## **THE FUNDAMENTALS**

- Starting Word 2007
- What's New in Word 2007
- Understanding the Word 2007 Program 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 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
- Working with the Document Window
- Viewing Multiple Document Windows
- 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
- Adding Paragraph Borders and Shading
- Changing Line Spacing
- Changing Spacing Between Paragraphs
- Using the Format Painter
- Setting Tab Stops
- Adjusting and Removing Tab Stops
- Using Left and Right Indents
- Using Hanging and First Line Indents

## **WORKING WITH SHAPES AND PICTURES**

- Inserting Clip Art
- Inserting Pictures and Graphics Files
- Positioning Pictures
- Formatting Pictures
- Inserting Shapes
- Formatting Shapes
- Applying Special Effects to Shapes
- Inserting a Text Box
- Resize, Move, Copy and Delete Objects
- Aligning, Distributing, and Grouping Objects
- Flipping and Rotating Objects
- Layering Objects

# Word Level 2

## **FORMATTING THE PAGE**

- Adjusting Margins
- Changing Page Orientation and Size
- Using Columns
- Using Page Breaks
- Working with Section Breaks
- Working with Line Numbers
- Working with Hyphenation
- Working with the Page Background
- Adding a Cover Page and Page Numbers
- Using Headers and Footers

## **WORKING WITH THEMES AND STYLES**

- Applying a Style
- Creating a Style
- Modifying and Deleting a Style
- Working with the Styles Gallery
- Creating a New Quick Style Set
- Selecting, Removing, and Printing Styles
- Comparing and Cleaning Up Styles
- Applying Document Themes
- Creating New Theme Colors and Fonts
- Save a New Document Theme

## **WORKING WITH WORDART, SMARTART, AND CHARTS**

- Inserting WordArt
- Formatting WordArt
- Inserting SmartArt
- Working with SmartArt Elements
- Formatting SmartArt
- Inserting a Chart
- Formatting a Chart
- Working with Labels
- Formatting Chart Elements
- Changing Chart Type

## **WORKING WITH MAILINGS**

- An Overview of the Mail Merge Process
- Setting Up the Main Document
- Creating a Data Source
- Using an Existing Data Source
- Editing the Data Source
- Inserting Merge Fields
- Inserting Rules Fields
- Previewing a Mail Merge
- Completing the Mail Merge
- Creating Labels
- Creating Envelopes

## **WORKING WITH TABLES**

- Creating a Table
- Working with a Table
- Resizing and Moving a Table
- Adjusting Table Alignment and Text Wrapping
- Working with Cell Formatting
- Merging and Splitting Cells and Tables
- Inserting and Deleting Rows and Columns
- Adjusting Row Height and Column Width
- Using Table Drawing Tools
- Working with Sorting and Formulas
- Working with Borders and Shading
- Using Table Styles
- Using Table Style Options
- Converting or Deleting a Table
- Using Quick Tables

## **WORKING WITH TEMPLATES**

- Creating a Document Template
- Using a Document Template
- Copying Styles between Documents and Templates
- Attaching a Different Template to a Document
- Creating Building Blocks
- Using Building Blocks

# Word Level 3

## **USING DOCUMENT COLLABORATION TOOLS**

- Tracking Revisions
- Accepting and Rejecting Revisions
- Using Comments
- Comparing and Combining Documents
- Password Protecting a Document
- Protecting a Document
- Preparing Documents for Publishing and Distribution
- Publishing a Document to a Document Workspace

## **WORKING WITH OUTLINES, LONG DOCUMENTS, AND REFERENCES**

- Creating a Document in Outline View
- Numbering an Outline
- Viewing an Outline
- Working with Master Documents
- Using Bookmarks
- Using Cross-references
- Creating a Table of Contents Using Heading Styles
- Creating a Table of Contents Using TC Entries
- Working with Picture Captions
- Creating an Index
- Using Footnotes and Endnotes
- Using Citations and Bibliographies

## **COLLABORATING WITH OTHER PROGRAMS**

- About Objects
- Collaborating with Excel
- Collaborating with PowerPoint
- Modifying an Object
- Inserting Text from Another File
- Converting Documents

## **WORKING WITH FORMS**

- Creating a New Form
- Adding Content Controls
- Assigning Help to Form Content Controls
- Preparing the Form for Distribution
- Filling Out a Form

## **WORKING WITH WEB PAGES**

- Saving a Document as a Web Page
- Modifying and Viewing a Web Page
- Using Hyperlinks
- Specifying Web Options
- Working with Blog Posts

## **ADVANCED TOPICS**

- Customizing the Quick Access Toolbar
- Using and Customizing AutoCorrect
- Changing Word's Default Options
- Recovering Your Documents
- Using Microsoft Office Diagnostics
- Viewing Document Properties and Finding a File
- Saving a Document as PDF or XPS
- Adding a Digital Signature to a Document
- Recording a Macro
- Playing and Deleting a Macro
- Editing a Macro's Visual Basic Code

## **WORKING WITH TEMPLATES**

- Creating a Document Template
- Using a Document Template