

# Word 2007 Basics

## (Word 2007 Level 1)



### **The Fundamentals**

- Starting Word and Understanding the Word Screen
- Understanding the Ribbon, Toolbar and Office Button
- Creating a New Document
- Keystroke and Right Mouse Button Shortcuts
- Entering, Inserting and Deleting Text
- Selecting and Replacing Text
- Opening and Saving a Document
- Getting Help and Using the Help Button
- Printing and Previewing

### **Working with and Editing Text**

- Saving a Document with a Different Name
- Navigating and Viewing a Document
- Cutting, Copying and Pasting Text
- Finding and Replacing Text
- Correcting Your Spelling and Grammar
- Inserting Symbols and Special Characters
- Using Undo, Redo and Repeat
- File Management

### **Formatting Characters and Paragraphs**

- Formatting Characters Using the Ribbon and Format Painter
- Using the Font Dialog Box
- Changing Paragraph Alignment, Indenting Paragraphs and Special Indents
- Adjusting and Removing Tabs
- Formatting Paragraph Line Spacing and Spacing Between Paragraphs
- Creating Bulleted and Numbered Lists
- Adding Borders, Shading and Patterns

### **Formatting Pages**

- Adjusting Margins
- Creating Headers and Footers
- Changing the Paper Orientation and Size
- Previewing a Document
- Creating and Working with Envelopes
- Arranging Text in Multiple Columns