

Update Your Word Skills

(Word 2007)



Making Word '07 Work For You

- Familiarize Yourself with Where Common and Not-So-Common Functions Can Be Found in Word '07
- New Features in Word '07:
 - Live Preview
 - Custom Styles and Themes
 - Enhanced Special Effects and Smart Art
 - Saving a Word Document as a PDF

Formatting Characters and Paragraphs

- Changing Paragraph Alignment
- Changing Line Spacing and Spacing Between Paragraphs
- Using the Format Painter
- Setting Tab Stops
- Adjusting Left and Right Indents and Using Hanging and First Line Indents

Formatting Pages

- Working with Section Breaks
- Working with Line Numbers
- Working with Hyphenation
- Adding a Cover Page
- Adding Page Numbers
- Using Headers and Footers

Using a Text Box to Highlight Information

- Inserting a Text Box
- Resizing, Moving, Copying and Deleting Objects

Working with Tables

- How to Create a Table and Inserting and Delete Rows and Columns
- Adding Borders
- Sorting Information
- Resizing, Moving and Positioning a Table

A Few Other Functions

- Creating and Working with AutoText Entries
- Using and Customizing AutoCorrect
- Changing Word's Default Options

Real-World Questions

- Bring Your Questions from Projects You're Working On
- Addressing Students' Questions Regarding Challenges You've Had with Word