

## WORD LEVEL 1

### Basic Word Skills

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#### Synopsis:

This module covers the essential concepts of Word 2007 and word processing, including guidance on how to use the new Word interface, and topics helping you to create a document from scratch. This module concentrates on entering text, simple text editing, checking spelling and grammar, printing, and different ways of viewing your document.

#### Prerequisites:

An understanding of Windows

#### Objectives:

- Explore the new Word interface
- Use basic document skills
- Use basic text editing
- Check spelling and grammar
- Print documents
- Work with document views
- Get help

#### This module includes:

##### Exploring Word

- Working with Word
- Starting Word
- Using the Office Fluent User Interface
- Using the Office Button
- Using the Quick Access Toolbar
- Customizing the Quick Access Toolbar
- Using the Mini Toolbar
- Using Ribbons and Tabs
- Using Dialog Box Launchers
- Using Program Tabs
- Using Contextual Tabs
- Using Live Preview
- Exiting Word

##### Using Basic Document Skills

- Entering Text into a Document
- Saving a New Document
- Closing a Document
- Creating a New Document
- Opening an Existing Document
- Scrolling using the Mouse
- Moving using the Keyboard
- Selecting Text
- Using Overtyping mode
- Creating a New Folder
- Renaming an Existing Document
- Saving a Document in PDF or XPS Format

##### Using Basic Text Editing

- Removing Characters
- Deleting Selected Text
- Replacing Selected Text
- Cutting/Copying and Pasting Text
- Using the Paste Options Button
- Using the Office Clipboard Pane
- Changing Office Clipboard Options
- Sharing the Office Clipboard
- Using Drag-and-Drop Editing
- Using Undo and Redo

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#### **Checking Spelling and Grammar**

- Checking Spelling/Grammar as you Type
- Adding to the Custom Dictionary
- Setting Global Spelling Checker Settings
- Setting Exceptions for a Document
- Using the Exclusion Dictionary
- Running the Spelling Checker
- Running the Grammar Checker
- Selecting Grammar and Style Options
- Using Contextual Spelling

#### **Printing**

- Previewing a Document
- Quick Printing the Current Document
- Printing the Current Page
- Printing Multiple Copies
- Printing Envelopes and Labels

#### **Working with Document Views**

- Switching Document Views
- Hiding White Space in Print layout View
- Using Full Screen Reading Layout View
- Changing Document Magnification
- Displaying/Hiding the Ruler
- Viewing/Hiding Formatting Marks
- Opening Multiple Documents
- Switching Between Documents
- Comparing Documents Side by Side
- Using Synchronous Scrolling

#### **Getting Help**

- Searching for Help
- Getting Help in Dialog Boxes

## Applying Formatting

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### Synopsis:

This module provides information on character, paragraph, and document formatting, including styles, themes, tabs, numbered and bulleted lists, and headers and footers.

### Prerequisites:

An understanding of Windows

### Objectives:

- Use character formatting
- Use paragraph formatting
- Use section breaks
- Indent paragraphs
- Use styles
- Format with document themes
- Use document formatting
- Set tabs
- Use numbers and bullets
- Work with headers and footers

### This module includes:

#### Using Character Formatting

- Formatting Characters
- Changing an Existing font
- Modifying the Font Size
- Using Bold and italics
- Underlining Text
- Highlighting Text
- Copying Character Formatting
- Changing Character Case

#### Using Paragraph Formatting

- Formatting Paragraphs
- Aligning Paragraphs
- Using Click and Type to Align Text
- Modifying paragraph Spacing
- Revealing Formatting
- Modifying Line Spacing
- Copying Paragraph Formats

#### Using Section Breaks

- Working with Section Breaks
- Inserting a Next Page Break
- Formatting a Section
- Inserting a Continuous Break
- Inserting and Odd/Even Page Break
- Removing a Section Break
- Inserting Automatic Section Breaks
- Modifying a Section Break

#### Indenting Paragraphs

- Changing the Left Indent
- Indenting the First Line
- Creating a Hanging Indent
- Creating a Right Indent

#### Using Styles

- Using the Quick Style Gallery
- Using the Style Inspector
- Managing Styles
- Applying Styles
- Creating a Style

## Applying Formatting

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- Adding a Style to Style Gallery
- Editing an Existing Style
- Clearing formats and Styles
- Deleting a Style

### **Formatting with Document Themes**

- Selecting a Theme
- Creating New Color themes
- Creating New Theme Fonts
- Changing Theme Effects

### **Using Document Formatting**

- Formatting Documents
- Inserting Manual Page Break
- Removing a Manual Page Break
- Changing the Page Orientation
- Changing the Document Margins
- Changing the Paper Size
- Changing the Vertical Alignment

### **Setting Tabs**

- Using Tab Stops
- Setting Tab Stops
- Deleting and Moving Tab Stops
- Clearing All Tabs
- Creating a Leader Tab
- Creating a Bar Tab

### **Using Numbers and Bullets**

- Typing a Numbered or Bulleted List
- Adding Numbers or Bullets to Text
- Deleting a Numbered or Bulleted Item
- Adding a Numbered or Bulleted Item
- Removing Numbers or Bullets from Text
- Changing a Bullet or Number Style

### **Working with Headers and Footers**

- Creating a Header/Footer using the Galleries
- Inserting Page Numbers Using Gallery
- Inserting the Current Date
- Creating a First Page Header/Footer
- Alternating Odd and Even Headers/Footers
- Setting the Starting Page Number