



## Computer Consultants Corporation

### Microsoft Word

### Introductory

Length of course: 1 class day (6 hours)

Objective(s): Students will learn to create, format, and print documents using Microsoft Word.

Prerequisites: Basic experience using Windows and keyboarding.

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#### Working with Word Basics

- **Presenting Word 2007**
- **Starting Word**
- **Opening Documents**
  - Opening Older Word Documents
- **Working with the Word 2007 Interface**
  - The Ribbon
  - The Quick Access Toolbar
  - The Mini Toolbar
- **Navigating in a Word Document**
  - Navigating with the Scroll Bar
  - Navigating with the Keyboard
- **Getting Help in Word 2007**

#### Business Letters

- **Defining Typical Business Letter Styles**
  - Block Style
  - Modified Block Style—Standard Format
- **Inserting Text**
  - AutoComplete
  - Using the Enter Key
  - Showing Formatting Marks
  - Spacing in Letters
  - Word Wrap
- **Saving Your Work**
  - The Save Command
  - Word's DOCX File Format
- **Selecting Text**
  - Selection Techniques
- **Editing Text**
  - Insert and Delete Text
  - Use Undo and Redo
- **Working with AutoCorrect**
  - Using AutoCorrect Options Smart Tag
  - Setting AutoCorrect Options
- **Moving and Copying Text**
  - Editing with Drag and Drop

#### The Clipboard

- **Switching Between Documents**
  - Displaying Print Preview
  - The Print Dialog Box

#### Creating a Memorandum

- **Typing a Memorandum**
  - Introducing Tabs
  - Inserting and Formatting the Date
  - Inserting Symbols
- **Working with Page Breaks**
  - Removing Manual Page Breaks
- **Working with Proofreading Tools**
  - Using the Spelling Checker
  - Using the Grammar Checker
  - The Spelling and Grammar Dialog Box

#### Formatting Text

- **Working with Fonts and Themes**
  - The Format Painter
- **Working with Find and Replace**
  - Finding and Replacing Formats
- **Using Paragraph Formatting**
  - Paragraph Defined
  - Paragraph Formatting Compared to Character Formatting
  - Using Paragraph Alignment
  - Setting Line Spacing
- **Indenting Text**
  - Adjusting Indent Settings
  - Setting Custom Indents on the Ruler
- **Using Custom Tab Stops**
  - Setting Custom Tab Stops with the Ruler
  - Working with the Tabs Dialog Box
  - Modifying Tab Stops with the Ruler
- **Using Bulleted and Numbered Lists**
  - Turning Off Bullets and Numbering
  - Using the Bullets and Numbering Libraries