

Microsoft® Office Word 2007: Level 1

Course Content

Lesson 1: Creating a Basic Document

- Topic 1A: Explore the User Interface
- Topic 1B: Open and View a Document
- Topic 1C: Customize the Word Environment
- Topic 1D: Obtain Help
- Topic 1E: Enter Text
- Topic 1F: Save a Document
- Topic 1G: Preview and Print a Document

Lesson 2: Editing a Document

- Topic 2A: Navigate and Select Text in a Document
- Topic 2B: Insert, Delete, or Rearrange Text
- Topic 2C: Undo Changes
- Topic 2D: Search and Replace Text

Lesson 3: Formatting Text

- Topic 3A: Change Font Appearance
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Lesson 4: Formatting Paragraphs

- Topic 4A: Set Tabs to Align Text
- Topic 4B: Control Paragraph Layout
- Topic 4C: Add Borders and Shading
- Topic 4D: Apply Styles
- Topic 4E: Create Lists
- Topic 4F: Manage Formatting

Lesson 5: Adding Tables

- Topic 5A: Create a Table
- Topic 5B: Modify the Table Structure
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Lesson 6: Inserting Graphic Objects

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Topic 6B: Insert Illustrations

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Topic 7D: Add Headers and Footers

Lesson 8: Proofing a Document

Topic 8A: Check Spelling, Grammar, and Word Count

Topic 8B: Enhance Textual Meaning Using the Thesaurus

Topic 8C: Customize AutoCorrect Options