

## Microsoft Word 2007 (Basic)

### Course Outline

#### **Lesson 1: Creating a Basic Document**

- Getting to know the Interface
- Customize the Word Environment
- Enter Text
- Save a Document
- Preview and Print a Document
- Obtain Help

#### **Lesson 2: Editing a Document**

- Navigate and Select Text in a Document
- Insert, Delete
- Undo/ Redo
- Find and Replace Text

#### **Lesson 3: Formatting Text**

- Change Font Appearance
- Explore the Formatting options

#### **Lesson 4: Formatting Paragraphs**

- Set Tabs to Align Text
- Control Paragraph Layout
- Add Borders and Shading
- Apply Styles
- Create simple Lists

#### **Lesson 5: Adding Tables**

- Insert/ Modify Table
- Format a Table
- Convert Text to a Table or Tables to Text
- Calculating a value in a Table
- Working with Charts

#### **Lesson 6: Adding Visual Effects using Graphic**

- Add Visual Effects Using Symbols and Special Characters
- Insert Illustrations

#### **Lesson 7: Page Layouts and Appearances**

- Control Page Layout
- Apply a Page Border and Color
- Adding Watermarks
- Adding Headers and Footers

#### **Lesson 8: Spell Check Document**

- Check Spelling, Grammar, and Word Count
- Customize AutoCorrect Options