

# Word 2007 Level 1

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## Prerequisites

Students should have a basic knowledge of computers and experience in navigating around the Microsoft Windows environment. Prerequisite skills include the ability to launch programs, open and save documents.

## Description

This course covers the basic functions and features of Word 2007. Students will learn how to enter and edit text, and save and browse documents. They will learn how to enhance the appearance of a document by using various formatting options. They will also create tables, insert headers and footers, proof and print documents, and insert graphics.

## Detailed Outline

### Getting started

The Word window  
New documents  
Word Help

### Navigation and selection techniques

Document navigation  
Selection techniques

### Editing text

Working with text  
Using the Undo and Redo commands  
Cutting, copying, and pasting text

## Objectives

By the end of this course, you will be able to:

- ✓ Create new documents
- ✓ Understand Navigation and selection techniques
- ✓ Edit and Format text
- ✓ Create tables
- ✓ Work with page layout
- ✓ Proof and print documents
- ✓ Add graphics and clip art

### Formatting text

Character formatting  
Tab settings  
Paragraph formatting  
Paragraph spacing and indents  
Automatic formatting

### Tables

Creating tables  
Working with table content  
Changing table structure

**Page layout**

Headers and footers  
Margins  
Page breaks  
Word 2007: Basic Topic-Level Outline

**Proofing and printing documents**

Checking spelling and grammar

Using AutoCorrect  
Finding and replacing text  
Printing documents

**Graphics**

Adding graphics and clip art  
Working with graphics