



Microsoft Office Word 2007 Outline

Notes:

- All lessons are bite-sized and self-contained, so you can select only what you need.
- Covers beginning, intermediate and advanced topics.
- The Interactive Online Learning and Customizable Courseware versions both feature matching content for a true blended learning solution.

Chapter One: The Fundamentals	Beginning
Starting Word 2007	
What's New in Word 2007	
Understanding the Word 2007 Program Screen	
Understanding the Ribbon	
Using the Office Button and Quick Access Toolbar	
Using Keyboard Commands	
Using Contextual Menus and the Mini Toolbar	
Using Help	
Exiting Word 2007	
Chapter Two: Document Basics	Beginning
Creating a New Document	
Inserting and Deleting Text	
Saving a Document	
Opening a Document	
Selecting and Replacing Text	
Using Undo, Redo and Repeat	
Navigating through a Document	
Viewing a Document	
Working with the Document Window	
Viewing Multiple Document Windows	
Previewing and Printing a Document	
Closing a Document	
Chapter Three: Working with and Editing Text	Beginning
Checking Spelling and Grammar	
Using Find and Replace	
Using Word Count and the Thesaurus	
Inserting Symbols and Special Characters	
Cutting, Copying, and Pasting Text	
Using the Office Clipboard	
Moving and Copying Text Using the Mouse	

Chapter Four: Formatting Characters and Paragraphs		Beginning
Changing Font Type		
Changing Font Size		
Changing Font Color and Highlighting Text		
Changing Font Styles and Effects		
Creating Lists		
Changing Paragraph Alignment		
Adding Paragraph Borders and Shading		
Changing Line Spacing		
Changing Spacing Between Paragraphs		
Using the Format Painter		
Setting Tab Stops		
Adjusting and Removing Tab Stops		
Using Left and Right Indents		
Using Hanging and First Line Indents		
Chapter Five: Formatting the Page		Intermediate
Adjusting Margins		
Changing Page Orientation and Size		
Using Columns		
Using Page Breaks		
Working with Section Breaks		
Working with Line Numbers		
Working with Hyphenation		
Working with the Page Background		
Adding a Cover Page and Page Numbers		
Using Headers and Footers		
Chapter Six: Working with Themes and Styles		Intermediate
Applying a Style		
Creating a Style		
Modifying and Deleting a Style		
Working with the Styles Gallery		
Creating a New Quick Style Set		
Selecting, Removing, and Printing Styles		
Comparing and Cleaning Up Styles		
Applying Document Themes		
Creating New Theme Colors and Fonts		
Save a New Document Theme		

Chapter Seven: Working with Shapes and Pictures	Intermediate
Inserting Clip Art	
Inserting Pictures and Graphics Files	
Positioning Pictures	
Formatting Pictures	
Inserting Shapes	
Formatting Shapes	
Applying Special Effects to Shapes	
Inserting a Text Box	
Resize, Move, Copy and Delete Objects	
Aligning, Distributing, and Grouping Objects	
Flipping and Rotating Objects	
Layering Objects	
Chapter Eight: Working with Tables	Intermediate
Creating a Table	
Working with a Table	
Resizing and Moving a Table	
Adjusting Table Alignment and Text Wrapping	
Working with Cell Formatting	
Merging and Splitting Cells and Tables	
Inserting and Deleting Rows and Columns	
Adjusting Row Height and Column Width	
Using Table Drawing Tools	
Working with Sorting and Formulas	
Working with Borders and Shading	
Using Table Styles	
Using Table Style Options	
Converting or Deleting a Table	
Using Quick Tables	

Chapter Nine: Working with Mailings		Intermediate
An Overview of the Mail Merge Process		
Setting Up the Main Document		
Creating a Data Source		
Using an Existing Data Source		
Editing the Data Source		
Inserting Merge Fields		
Inserting Rules Fields		
Previewing a Mail Merge		
Completing the Mail Merge		
Creating Labels		
Creating Envelopes		
Chapter Ten: Using Document Collaboration Tools		Intermediate
Tracking Revisions		
Accepting and Rejecting Revisions		
Using Comments		
Comparing and Combining Documents		
Password Protecting a Document		
Protecting a Document		
Preparing Documents for Publishing and Distribution		
Publishing a Document to a Document Workspace		
Chapter Eleven: Working with Outlines, Long Documents, and References		Intermediate
Creating a Document in Outline View		
Numbering an Outline		
Viewing an Outline		
Working with Master Documents		
Using Bookmarks		
Using Cross-references		
Creating a Table of Contents Using Heading Styles		
Creating a Table of Contents Using TC Entries		
Working with Picture Captions		
Creating an Index		
Using Footnotes and Endnotes		
Using Citations and Bibliographies		

Chapter Twelve: Working with WordArt, SmartArt, and Charts		Intermediate
Inserting WordArt		
Formatting WordArt		
Inserting SmartArt		
Working with SmartArt Elements		
Formatting SmartArt		
Inserting a Chart		
Formatting a Chart		
Working with Labels		
Formatting Chart Elements		
Changing Chart Type		
Chapter Thirteen: Collaborating with Other Programs		Advanced
About Objects		
Collaborating with Excel		
Collaborating with PowerPoint		
Modifying an Object		
Inserting Text from Another File		
Converting Documents		
Chapter Fourteen: Working with Templates		Advanced
Creating a Document Template		
Using a Document Template		
Copying Styles between Documents and Templates		
Attaching a Different Template to a Document		
Creating Building Blocks		
Using Building Blocks		
Chapter Fifteen: Working with Forms		Advanced
Creating a New Form		
Adding Content Controls		
Assigning Help to Form Content Controls		
Preparing the Form for Distribution		
Filling Out a Form		
Chapter Sixteen: Working with Web Pages		Advanced
Saving a Document as a Web Page		
Modifying and Viewing a Web Page		
Using Hyperlinks		
Specifying Web Options		
Working with Blog Posts		

Chapter Seventeen: Advanced Topics	Advanced
Customizing the Quick Access Toolbar	
Using and Customizing AutoCorrect	
Changing Word's Default Options	
Recovering Your Documents	
Using Microsoft Office Diagnostics	
Viewing Document Properties and Finding a File	
Saving a Document as PDF or XPS	
Adding a Digital Signature to a Document	
Recording a Macro	
Playing and Deleting a Macro	
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