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## Microsoft Word 2007 topics

### **Beginner**

#### **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

#### **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

#### **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



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### **Intermediate Styles**

- Examining formatting
- Creating styles
- Modifying styles
- Outlining
- Using Full Screen Reading view

### **Sections and columns**

- Creating and formatting sections
- Working with columns

### **Formatting tables**

- Table formatting basics
- Borders and shading
- Table data
- Table styles

### **Printing labels and envelopes**

- Labels
- Envelopes

### **Templates and building blocks**

- Template basics
- Building blocks
- Document properties

### **Graphics**

- Diagrams
- Drawing tools
- Formatting text graphically

### **Managing document revisions**

- Tracking changes in a document
- Working with comments

### **Web features**

- Web pages
- Hyperlinks



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### **Advanced**

#### **Mail merge**

Form letters  
Data sources for the recipient list  
Mailing labels and envelopes

#### **Objects and backgrounds**

Objects  
Document backgrounds

#### **Forms**

Form fields  
Form protection  
Sharing and securing documents

#### **Macros**

Recording and running macros  
Modifying and deleting macros

#### **Toolbar and keyboard customization**

Customizing the Quick Access  
toolbar  
Customizing keyboard shortcuts

#### **Long documents**

Master documents  
Tables of contents and figures  
Indexes, bibliographies, and other  
references  
Bookmarks and cross-references  
Web frames

#### **XML features**

Working with XML