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Textbook – Word 2007 (Part 1)

Course Syllabus

- Day 1**
- The Fundamentals** (pgs. 10 - 20)
 - Starting Word 2007
 - Exiting Word 2007
 - Document Basics** (pages 21 - 40)
 - Creating New Documents
 - Inserting, Saving, and Multiple Windows
 - Previewing and Printing
 - Working with and Editing Text** (pgs. 41 - 51)
 - What is Windows?
 - Managing my files, working with files and folders
 - Installing and Uninstalling Software
 - Downloading Files and Troubleshooting Problems
- Day 2**
- Formatting Characters and Paragraphs** (pages 52 - 70)
 - Changing Font
 - Line Spacing
 - Tab Stops
 - Formatting the Page** (pgs. 71 - 83)
 - Margins, Columns
 - Breaks – Line and Page
 - Headers and Footers
- Day 3**
- Working with Themes and Styles** (pages 85 - 97)
 - Margins, Columns
 - Breaks – Line and Page
 - Headers and Footers
 - Working with Shapes and Pictures** (pages 98 - 116)
 - Inserting Clip Art, Pictures
 - Resize, Move, Copy, Delete Objects
 - Rotating and Cropping Pictures
- Day 4**
- Working with Tables** (pages 117 - 138)
 - Create a Table
 - Adjusting the Table
 - Splitting and Merging Cells
 - Working with Mailings** (pages 139 - 149)
 - Create a Data Source
 - Set up the Main Document
 - Merging