



## Microsoft Word 2007: Level 1

*Instructor: Dan Schluckbier*

### **Lesson 1: Exploring the Word Environment**

- Explore the User Interface
- Explore the Ribbon
- View a Document
- Obtain Online Help

### **Lesson 2: Creating a Document**

- Enter Text
- Save a Document
- Preview a Document
- Customize the Word Environment

### **Lesson 3: Editing a Document**

- Navigation
- Select Text
- Insert Additional Text
- Rearranging Blocks of Text
- Delete Blocks of Text
- Find and Replace

### **Lesson 4: Formatting Text and Paragraphs**

- Change Font and Size
- Change Text Color
- Copy Formatting
- Change Paragraph Alignment
- Change Line Spacing
- Add a Border and Shading
- Set a Custom Tab
- Add Indents
- Create Numbered and Bulleted Lists
- Create an Outline Numbered List

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

- Create a Table
- Change Table Structure
- Add Table Borders and Shading
- AutoFormat a Table

### **Lesson 6: Using Graphics**

- Using Symbols and Special Characters
- Insert Clipart
- Insert Word Art
- Using Watermarks

### **Lesson 7: Proofing Tools**

- Thesaurus
- Check Spelling & Grammar
- Add to Custom Dictionary

### **Lesson 8: Setting Page Display and Printing Options**

- Preview a Document
- Set the Page Orientation
- Create Headers and Footers
- Change Margins
- Insert a Page Break
- Print a Document

**For more information or to register,  
please call 989.797.4075.**