Word 2007 Level 1

Exploring Word
- Working with Word
- Starting Word
- Using the Interface
- Using the Office Button
- Using the Quick Access Toolbar
- Customizing the Quick Access Toolbar
- Using the Mini Toolbar
- Using Ribbons and Tabs
- Using Dialog Box Launchers
- Using Program Tabs
- Using Contextual Tabs
- Using Live Preview
- Exiting Word

Using Basic Document Skills
- Entering Text into a Document
- Saving a New Document
- Closing a Document
- Creating a New Document
- Opening an Existing Document
- Scrolling using the Mouse
- Moving using the Keyboard
- Selecting Text
- Using Overtype Mode
- Creating a New Folder
- Renaming an Existing Document
- Saving a Document in PDF or XPS Format
- Using Basic Document Skills

Using Basic Text Editing
- Removing Characters
- Deleting Selected Text
- Replacing Selected Text
- Cutting/Copying and Pasting Text
- Using the Paste Options Button
- Using the Clipboard Pane
- Changing Office Clipboard Options
- Sharing the Office Clipboard
- Using Drag-and-Drop Editing
- Using Undo and Redo
- Using Basic Text Editing

Checking Spelling and Grammar
- Checking Spelling/Grammar as You Type
- Adding to the Custom Dictionary
- Setting Global Spelling Checker Settings
- Setting Exceptions for a Document
- Using the Exclusion Dictionary
- Running the Spelling Checker
- Running the Grammar Checker
- Selecting Grammar and Style Options
- Using Contextual Spelling
- Checking Spelling and Grammar
Printing
  Previewing a Document
  Quick Printing the Current Document
  Printing the Current Page
  Printing Multiple Copies
  Printing Envelopes and Labels
  Printing

Working with Document Views
  Switching Document Views
  Hiding White Space in Print Layout View
  Using Full Screen Reading View
  Changing Document Magnification
  Displaying/Hiding the Rulers
  Viewing/Hiding the Formatting Marks
  Opening Multiple Documents
  Switching between Documents
  Comparing Side by Side Documents
  Using Synchronous Scrolling
  Working with Document Views

Getting Help
  Searching for Help
  Getting Help in Dialog Boxes
  Getting Help

Using Character Formatting
  Formatting Characters
  Changing an Existing Font
  Modifying the Font Size
  Using Bold and Italics
  Underlining Text
  Highlighting Text
  Copying Character Formatting
  Changing Character Case
  Using Character Formatting

Using Paragraph Formatting
  Formatting Paragraphs
  Aligning Paragraphs
  Using Click and Type to Align Text
  Modifying Paragraph Spacing
  Revealing Formatting
  Modifying Line Spacing
  Copying Paragraph Formats
  Using Paragraph Formatting

Using Section Breaks
  Working with Section Breaks
  Inserting a Next Page Break
  Formatting a Section
  Inserting a Continuous Break
  Inserting an Odd/Even Page Break
  Removing a Section Break
  Inserting Automatic Section Breaks
  Modifying a Section Break
  Using Section Breaks
Indenting Paragraphs
- Changing the Left Indent
- Indenting the First Line
- Creating a Hanging Indent
- Creating a Right Indent
- Indenting Paragraphs

Using Styles
- Using the Quick Styles Gallery
- Using Style Inspector
- Managing Styles
- Applying Styles
- Creating a Style
- Adding a Style to the Quick Styles Gallery
- Editing an Existing Style
- Clearing Formats and Styles
- Deleting a Style
- Using Styles

Formatting with Document Themes
- Selecting a Theme
- Creating New Theme Colors
- Creating New Theme Fonts
- Changing Theme Effects
- Formatting with Document Themes

Using Document Formatting
- Formatting Documents
- Inserting a Manual Page Break
- Removing a Manual Page Break
- Changing the Page Orientation
- Changing the Document Margins
- Changing the Paper Size
- Changing the Vertical Alignment
- Using Document Formatting

Setting Tabs
- Using Tab Stops
- Setting Tab Stops
- Deleting and Moving Tab Stops
- Clearing All Tabs
- Creating a Leader Tab
- Creating a Bar Tab
- Setting Tabs

Using Numbers and Bullets
- Typing a Numbered or Bulleted List
- Adding Numbers or Bullets to Text
- Deleting a Numbered or Bulleted Item
- Adding a Numbered or Bulleted Item
- Removing Numbers or Bullets from Text
- Changing a Bullet or Number Style
- Using Numbers and Bullets
Working with Headers and Footers

Creating Headers/Footers using the Galleries
Inserting Page Numbers using the Gallery
Inserting the Current Date
Creating a First Page Header/Footer
Alternating Odd and Even Headers/Footers
Setting the Starting Page Number
Working with Headers and Footers