



Microsoft® Office Word 2007: Level 1

Course Objective: You will create, edit, and enhance standard business documents using Microsoft® Office Word 2007.

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- Create a basic document using Microsoft Word.
- Edit documents by locating and modifying text.
- Format text.
- Format paragraphs.
- Add tables to a document.
- Add graphic elements to a document.
- Control a document's page setup and its overall appearance.
- Proof documents to make them more accurate.

Course Content

Lesson 1: Creating a Basic Document

Topic 1A: Explore the User Interface

Topic 1B: Open and View a Document

Topic 1C: Customize the Word Environment

Topic 1D: Obtain Help

Topic 1E: Enter Text

Topic 1F: Save a Document

Topic 1G: Preview and Print a Document

Lesson 2: Editing a Document

Topic 2A: Navigate and Select Text in a Document

Topic 2B: Insert, Delete, or Rearrange Text

Topic 2C: Undo Changes

Topic 2D: Search and Replace Text

Lesson 3: Formatting Text

Topic 3A: Change Font Appearance

Topic 3B: Highlight Text

Lesson 4: Formatting Paragraphs

Topic 4A: Set Tabs to Align Text

Topic 4B: Control Paragraph Layout

Topic 4C: Add Borders and Shading

Topic 4D: Apply Styles

Topic 4E: Create Lists

Topic 4F: Manage Formatting

Lesson 5: Adding Tables

Topic 5A: Create a Table

Topic 5B: Modify the Table Structure

Topic 5C: Format a Table

Topic 5D: Convert Text to a Table or Tables to Text

Lesson 6: Inserting Graphic Objects

Topic 6A: Add Visual Effects Using Symbols and Special Characters

Topic 6B: Insert Illustrations

Lesson 7: Controlling Page Appearance

Topic 7A: Control Page Layout

Topic 7B: Apply a Page Border and Color

Topic 7C: Add Watermarks

Topic 7D: Add Headers and Footers

Lesson 8: Proofing a Document

Topic 8A: Check Spelling, Grammar, and Word Count

Topic 8B: Enhance Textual Meaning Using the Thesaurus

Topic 8C: Customize AutoCorrect Options