THE MICROSOFT WORD 2007 SCREEN
- Starting Microsoft Word 2007
- The Microsoft Word 2007 screen
- The levels of command organisation
- The Office Button
- Ribbon Tabs
- Switching between tabs using the mouse wheel
- Groups
- Dialog box launcher

STARTING TO USE MICROSOFT WORD 2007
- Using the default Microsoft Word document
- Saving Microsoft Word documents
- Opening and closing documents
- Saving your file using a different file name
- Creating a new document
- Using Help within Microsoft Word
- Alt key help
- Closing Microsoft Word
- Saving documents using different formats
- Creating documents using different templates
- Switching between Word Views

MANIPULATING TEXT
- Select, then format
- Selecting text
- Inserting, deleting, undo and redo
- Insert and overtype mode
- Copying text within a document
- Moving (cutting) text within a document

THE CLIPBOARD
- Using the Clipboard
- The Office Clipboard
- Removing items from the Office Clipboard

TEXT FORMATTING
- Font type
- Font size
- Grow Font and Shrink Font icons
- Font size keyboard shortcut
- Bold, italic or underline
- Subscript and superscript
- Case changing
- Highlighting
- Font colour
- Copying text formatting
- Removing formatting
- Using Zoom
- Inserting special characters and symbols

PARAGRAPH FORMATTING
- Paragraph marks
- Soft paragraph (line break) marks
- Good Practice Aligning and indenting text
- Aligning text
- Indenting paragraphs
- Applying single or double line spacing within paragraphs
- Applying spacing above or below paragraphs
- Good Practice: Use paragraph spacing rather than using the Return key
- Applying bullets to a list
- Applying numbering a list
- Modifying bullet and numbering formatting
- Removing bullet or numbering formatting

ADDING BORDERS AND SHADING
- Adding a border
- Modifying your borders
- Adding shading
- Modifying your shading
- Applying borders to selected text

FINDING AND REPLACING TEXT
- Finding and replacing text

TABS
- Tab stops
- Setting and removing tabs
- Viewing tab marks within a document using the Show/Hide icon

STYLES
- Applying styles to a word, line or a paragraph

PAGE FORMATTING
- Page orientation and paper size
- Changing the page size
- Page margins
- Page breaks
- Good practice – Use Page breaks rather than repeatedly pressing the Return key
- Headers and footers
- Page numbering
- Header and footer fields
- Cover pages

TABLES
- Inserting a table
- Navigating within a table
- Selecting and editing text within a table
- Selecting cells, rows, columns or the entire table
• Inserting and deleting rows and columns
• Modifying column width or row height
• Modifying cell borders
• Adding shading to cells
• Modifying cell border width, colour and style

GRAPHICS
• Inserting Pictures
• Inserting Clip Art
• Inserting Shapes
• Inserting SmartArt
• Inserting a chart
• Selecting, resizing and deleting graphics
• Copying or moving graphics

MULTIPLE DOCUMENTS
• Switching between open documents
• Tiling or cascading documents on your screen
• Comparing documents side by side
• Copying or moving selected items between documents

MAIL MERGE
• Starting the Mail Merge Wizard
• Mail Merge Wizard - Step 1 of 6 ‘Select document type’
• Mail Merge Wizard - Step 2 of 6 ‘Select Starting document’
• Mail Merge Wizard - Step 3 of 6 ‘Select recipients’
• Mail Merge Wizard - Step 4 of 6 ‘Write your letter’
• Mail Merge Wizard - Step 5 of 6 ‘Preview your letters’
• Mail Merge Wizard - Step 6 of 6
• Creating a mailing list to be used within a mail merge
• Merging a mailing list to produce labels

CUSTOMISATION
• Setting and customising Microsoft Word Options
• Setting the User Name
• Setting the default opening and saving folder
• PROOFING AND PRINTING
• The importance of proofing
• Spell checking a document
• Adding words to the built-in custom dictionary
• Removing a word from the spell checking dictionary
• Printing options
• Printing only odd or even pages
• Printing part of a document
• Printing more than one page of a document per printed sheet
• Previewing and printing a document