



# Introduction to Word 2003/2007

## Course Outline

Duration: 1 Day

### Parts of the Screen

Menu Structure  
Accessing menus with your keyboard  
Working with Toolbars  
The View buttons

### Navigation and Selection

#### Techniques

Selecting and Navigating with your keyboard and mouse  
Navigating using the Document Map  
Using the Object Browser

### Creating Simple Documents

Displaying nonprinting characters  
Finding and replacing text  
Editing Text  
Using Overtyping  
Spelling and Grammar check

### Working with Documents

Creating a blank document  
Using Save As...  
Updating documents with Save  
Closing a document  
Working between open documents

### Formatting Text

Changing text case  
Superscript and subscript  
Inserting Symbols  
Using Bullets and Numbers  
Using the Format Painter  
Formatting using the Document Map

### Formatting Paragraphs

Adjusting Line Spacing  
Adjusting Paragraph Spacing  
Removing Formatting  
Find and Replace specific Formatting  
Using Line Breaks  
Setting Tabs and Indents  
Keep text together

### Formatting Pages

Changing Margins  
Changing Page Orientation  
Inserting Page Breaks  
Creating Headers and Footers  
Page Numbering  
Different First Page Header & Footer

### Working with Graphics

Inserting pictures  
Controlling Text Wrap around a picture  
Moving/resizing a picture  
Cropping a Picture

### Printing Documents

Previewing a document  
Printing a document

### Using AutoText and AutoCorrect

Storing Text entries  
Storing Graphics  
Storing Symbols  
Managing AutoText Entries

### Tables

Creating a table  
Working with Rows and Columns  
Table properties  
Formatting Tables

### Using Shortcut Keystrokes