

# Word 2007: Basic

## Topic-Level Outline

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**Days:** 1

**Prerequisites:** *Windows XP: Basic* or *Windows Vista: Basic* or equivalent experience

### **Unit 1: Getting started**

**Topic A:** The Word window

**Topic B:** New documents

**Topic C:** Word Help

### **Unit 2: Navigation and selection techniques**

**Topic A:** Document navigation

**Topic B:** Selection techniques

### **Unit 3: Editing text**

**Topic A:** Working with text

**Topic B:** Using the Undo and Redo commands

**Topic C:** Cutting, copying, and pasting text

### **Unit 4: Formatting text**

**Topic A:** Character formatting

**Topic B:** Tab settings

**Topic C:** Paragraph formatting

**Topic D:** Paragraph spacing and indents

**Topic E:** Automatic formatting

### **Unit 5: Tables**

**Topic A:** Creating tables

**Topic B:** Working with table content

**Topic C:** Changing table structure

### **Unit 6: Page layout**

**Topic A:** Headers and footers

**Topic B:** Margins

**Topic C:** Page breaks

**Unit 7: Proofing and printing documents**

**Topic A:** Checking spelling and grammar

**Topic B:** Using AutoCorrect

**Topic C:** Finding and replacing text

**Topic D:** Printing documents

**Unit 8: Graphics**

**Topic A:** Adding graphics and clip art

**Topic B:** Working with graphics