

Microsoft Word 2007 Beginning: In this course, the student will learn the basic use of Microsoft Word 2007. This software is used for any word processing document.

- Let's begin!
 - Window
 - Creating a new document
 - The help command
- Orientation
 - Navigating the document
 - Selecting procedures
- Text
 - Creating
 - Undo and redo
 - Cut, copy, paste, drag and drop
- Formatting
 - Characters
 - Tabs
 - Paragraphs
 - . Spacing
 - . Indents
 - Automatic formats
- Tables
 - Creating
 - Content
 - Structure
- Page Layout
 - Headers and footers
 - Margins
 - Page breaks
 - . Widows and orphans
- Preparing the document
 - Proofing
 - AutoCorrect
 - Find and Replace
 - Printing
- Graphics
 - Inserting graphics
 - Modifying graphics