



## Word 2007: Basic

Topic-Level Outline

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**Days: 1**

**Prerequisites:** *Windows XP: 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