

***Prerequisites required for taking this course***

The course requires that you are familiar with using personal computers and have used a mouse and keyboard; basic typing skills are recommended. You should be comfortable in the Windows environment and be able to use Windows to manage information on your computer.

***Performance Objectives for Microsoft Word 2007 Level 1***

- create a basic document using Microsoft Word.
- edit documents by locating and modifying text.
- format text.
- format paragraphs.
- add tables to a document.
- add graphic elements to a document.
- control a document's page setup and its overall appearance.
- proof documents to make them more accurate.

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***Course Outline***

**Lesson 1: Creating a Basic Document**

- Topic 1A: Explore the User Interface
- Topic 1B: Open and View a Document
- Topic 1C: Customize the Word Environment
- Topic 1D: Obtain Help
- Topic 1E: Enter Text
- Topic 1F: Save a Document
- Topic 1G: Preview and Print a Document

**Lesson 2: Editing a Document**

- Topic 2A: Navigate and Select Text in a Document
- Topic 2B: Insert, Delete, or Rearrange Text
- Topic 2C: Undo Changes
- Topic 2D: Search and Replace Text

**Lesson 3: Formatting Text**

- Topic 3A: Change Font Appearance
- Topic 3B: Highlight Text

**Lesson 4: Formatting Paragraphs**

- Topic 4A: Set Tabs to Align Text
- Topic 4B: Control Paragraph Layout
- Topic 4C: Add Borders and Shading
- Topic 4D: Apply Styles
- Topic 4E: Create Lists
- Topic 4F: Manage Formatting

**Lesson 5: Adding Tables**

- Topic 5A: Create a Table
- Topic 5B: Modify the Table Structure
- Topic 5C: Format a Table
- Topic 5D: Convert Text to a Table or Tables to Text

**Lesson 6: Inserting Graphic Objects**

- Topic 6A: Add Visual Effects Using Symbols and Special Characters
- Topic 6B: Insert Illustrations

**Lesson 7: Controlling Page Appearance**

- Topic 7A: Control Page Layout
- Topic 7B: Apply a Page Border and Color
- Topic 7C: Add Watermarks
- Topic 7D: Add Headers and Footers

**Lesson 8: Proofing a Document**

- Topic 8A: Check Spelling, Grammar, and Word Count
- Topic 8B: Enhance Textual Meaning Using the Thesaurus
- Topic 8C: Customize AutoCorrect Options