

Word 1.1

Getting Started with Microsoft Office

Understanding the Office 2007 Suite
[Deciding which program to use](#)
Starting and Exiting an Office Program
[Using shortcut keys to move between Office programs](#)
Viewing the Office 2007 User Interface
[Customizing the Quick Access toolbar](#)
Creating and Saving a File
[Using the Office Clipboard](#)
Opening a File and Saving it with a New Name
[Exploring File Open options](#)
[Working in Compatibility mode](#)
Viewing and Printing Your Work
[Using the Print Screen feature to create a screen capture](#)
Getting Help and Closing a File
[Recovering a document](#)

Concepts Review
Independent Challenges

Unit A: Creating Documents with Word 2007

Understanding Word Processing Software
[Planning a document](#)
Exploring the Word Program Window
Starting a Document
Saving a Document
[Working with XML and binary files](#)
Selecting Text
Formatting Text Using the Mini Toolbar
Creating a Document Using a Template
[Using the Undo, Redo, and Repeat commands](#)
Viewing and Navigating a Document
[Using Word document views](#)

Concepts Review
Skills Review
Independent Challenges
Visual Workshop

Word 1.2

Unit B: Editing Documents

Cutting and Pasting Text
[Using keyboard shortcuts](#)
Copying and Pasting Text
[Splitting the document window to copy and move items in a long document](#)
Using the Office Clipboard
[Copying and moving items between documents](#)
Finding and Replacing Text
[Navigating a document using the Go To command](#)
Checking Spelling and Grammar
[Inserting text with AutoCorrect](#)
Researching Information
[Publishing a blog directly from Word](#)
Adding Hyperlinks
[E-mailing and faxing documents directly from Word](#)
Preparing a Document for Distribution
[Viewing and modifying advanced document properties](#)

Concepts Review
Skills Review
Independent Challenges
Visual Workshop

Unit C: Formatting Text and Paragraphs

Formatting with Fonts
[Adding a drop cap](#)
Copying Formats Using the Format Painter
[Underlining text](#)
Changing Line and Paragraph Spacing
[Formatting with Quick Styles](#)
Aligning Paragraphs
[Formatting a document using themes](#)
Working with Tabs
Working with Indents
[Clearing formatting](#)
Adding Bullets and Numbering
[Creating multilevel lists](#)
Adding Borders and Shading
[Highlighting text in a document](#)
Adding Footnotes and Endnotes
[Creating a bibliography](#)

Concepts Review
Skills Review
Independent Challenges
Visual Workshop

Word 1.3

Unit D: Formatting Documents

Setting Document Margins

[Changing orientation, margin settings, and paper size](#)

Dividing a Document into Sections

[Changing page layout settings for a section](#)

Inserting Page Breaks

[Controlling automatic pagination](#)

Formatting Columns

[Hyphenating text in a document](#)

Inserting Page Numbers

[Moving around in a long document](#) [Inserting Quick Parts](#)

Adding Headers and Footers

[Adding a custom header or footer to the gallery](#)

Editing Headers and Footers

[Creating an AutoText building block](#)

Inserting a Table

Inserting Clip Art

Concepts Review

Skills Review

Independent Challenges

Visual Workshop

Word 1.4

Unit E: Creating and Formatting Tables

Inserting a Table

[Converting text to a table and a table to text](#)

Inserting and Deleting Rows and Columns

[Copying and moving rows and columns](#)

Modifying Rows and Columns

[Setting advanced table properties](#)

Sorting Table Data

[Sorting lists and paragraphs](#)

Splitting and Merging Cells

[Changing cell margins](#)

Performing Calculations in Tables

[Working with formulas](#)

Applying a Table Style

[Using tables to layout a page](#)

Creating a Custom Format for a Table

[Drawing a table](#)

Concepts Review

Skills Review

Independent Challenges

Visual Workshop