



# **Workforce Development Series**

## **Microsoft Word 2007/2010**

**Digital Inclusion Technology Training  
2010**

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### Lesson 1: Getting Familiar with Microsoft Word 2007 for Windows

Microsoft Word is a word processing software package. You can use it to type letters, reports, and other documents. It gives you the ability to use your home computer as well as your business computer for desktop publishing. This tutorial teaches Microsoft Word 2007 basics. Although this tutorial was created for the computer novice, because Microsoft Word 2007 is so different from previous versions of Microsoft Word, even experienced users may find it useful. This lesson will introduce you to the Word window. You use this window to interact with Word.

- The Microsoft Office Button
- The Quick Access Toolbar
- The Title Bar
- The Ribbon
- The Ruler
- The Text Area
- The Vertical and Horizontal Scroll Bars
- The Status Bar
- Understanding Document Views
- Click
- Understanding Nonprinting Characters
- Create Sample Data and Select Text
- Place the Cursor
- Execute Commands with Keyboard Shortcuts
- Start a New Paragraph
- Exit Word

### Lesson 2: Microsoft Word 2007 Basic Features

Lesson 1 familiarized you with the Microsoft Word window. You are now ready to learn how to create a Word document. This lesson covers typing, using the Backspace key, using the Delete key, inserting text, bolding, underlining, and italicizing.

- Type, Backspace, and Delete
- Insert and Overtyping
- Bold, Italicize, and Underline
- Save a File and Close Word

### Lesson 3: More Basic Features

The features in Word 2007 can make your work easier, make your documents more attractive, and/or enable you to work more efficiently. This Microsoft Word lesson teaches you how to open a file, cut, copy, paste, use AutoText, use spell check, use Find and Replace, and change fonts. All of these features either make your work easier or make your document more attractive.

- Open a File
- Cut and Paste
- Copy and Paste
- Use the Clipboard
- Create AutoText
- Use Spell Check
- Find and Replace

- Change the Font Size
- Change the Font
- Save Your File

## **Lesson 4: Formatting Paragraphs and Working with Styles**

When you type information into Microsoft Word, each time you press the Enter key Word creates a new paragraph. You can format paragraphs. For example, you can indent the first line of a paragraph, you can set the amount of space that separates paragraphs, and you can align a paragraph left, right, center, or flush with both margins. Styles are a set of formats you can quickly apply to a paragraph. For example, by applying a style, you can set the font, set the font size, and align a paragraph all at once. In this lesson, you will learn about the various formats you can apply to a paragraph and about styles.

- Open a Blank Document
- Add Sample Text
- Add Space Before or After Paragraphs
- Change Line Spacing
- Create a First-Line Indent
- Indent Paragraphs
- Align Paragraphs
- Create a Hanging Indent
- Choose a Style Set
- Apply a Style
- Change Style Sets

## **Lesson 5: Adding Bullets and Numbers, Undoing and Redoing, Setting Page Layouts and Printing Documents**

If you have lists of data, you may want to bullet or number them. When using Microsoft Word, bulleting and numbering are easy. The first part of this lesson teaches you to bullet and number. After you have completed your document, you may want to share it with others. One way to share your document is to print and distribute it. However, before you print you may want to add page numbers and tell Word such things as the page orientation, the paper size, and the margin setting you want to use. In this lesson you will learn how to layout and how to print your documents.

- Add Bullets and Numbers
- Undo and Redo
- Set the Orientation
- Set the Page Size
- Set the Margins
- Add Page Numbers
- Insert Page Breaks
- Preview and Print Documents