

Windows & Macintosh training for:

Adobe

Photoshop  
Photoshop Elements  
InDesign  
Illustrator  
Acrobat  
PageMaker  
Dreamweaver  
Flash  
Fireworks  
FreeHand

Apple

Mail  
iCal  
iMovie  
iPhoto  
iLife  
iWork  
Pages  
KeyNotes  
FileMaker Pro  
QuickTime Pro  
Appleworks

Microsoft

Word  
Excel  
Powerpoint  
Outlook  
Visio  
Publisher  
FrontPage  
MovieMaker

Graphics

CorelDraw  
CorelPhotoPaint  
Corel PaintShop Pro  
Scanning  
Digital Cameras

Desktop Publishing

QuarkXPress  
Desktop Design

Web Design

Mozilla Composer  
Writing HTML

Video Editing

iMovie  
QuickTime Pro  
Windows MovieMaker

Internet & Email

Operating Systems

Windows  
Macintosh



# Introduction to Microsoft Word 2007

## Windows

**Presenter: Margaret Marsh**



Getting Started.....	1
Opening, Closing and Saving Documents .....	1
The Standard Toolbar .....	3
Basic Techniques.....	4
Working with Text .....	5
Using Cut/Copy and Paste Functions.....	7
Character Formatting .....	9
Keyboard Shortcuts for Character formatting.....	10
Paragraph Formatting .....	11
Keyboard Shortcuts for Paragraph formatting.....	13
Working with Tabs .....	14
Page Breaks .....	15
Headers & Footers .....	16
How to Use the Spell Checker .....	17
Using Custom Dictionaries.....	19
Using the Thesaurus.....	20
Using Print Preview.....	21
Printing your Document .....	22
Preferences .....	23