ECDL ®

# Module Three

## Word Processing

Windows Vista & Microsoft Office 2007 Edition

**THE MICROSOFT WORD 2007 SCREEN**

* The Microsoft Word 2007 screen
* The levels of command organisation
* The Office Button, Tabs, Groups & Dialog box launcher

**STARTING TO USE MICROSOFT WORD 2007**

* Using the default Microsoft Word document
* Saving Microsoft Word documents
* Opening and closing documents
* Saving your file using a different file name
* Creating a new document
* Using Help within Microsoft Word

**TEXT FORMATTING**

* Font type and font size
* Bold, italic or underline
* Subscript and superscript
* Case changing
* Highlighting
* Font colour
* Copying text formatting
* Removing formatting

**MANIPULATING TEXT**

* Selecting text
* Inserting, deleting, undo and redo
* Insert and overtype mode
* Copying text within a document
* Moving (cutting) text within a document

**THE CLIPBOARD**

* Using the Clipboard

**PARAGRAPH FORMATTING**

* Paragraph marks
* Soft paragraph (line break) marks
* Aligning text
* Indenting paragraphs
* Applying single or double line spacing
* Applying spacing above or below paragraphs
* Applying bullets to a list
* Numbering a list

**ADDING BORDERS AND SHADING**

* Adding a border
* Adding shading

**FINDING AND REPLACING TEXT**

* Finding text
* Replacing text

**TABS**

* Tab stops
* Setting and removing tabs

**STYLES**

* Applying styles to a word, line or a paragraph

**PAGE FORMATTING**

* Page orientation and paper size
* Page margins
* Page breaks
* Headers and footers
* Page numbering
* Header and footer fields
* Cover pages

**TABLES**

* Inserting a table
* Navigating within a table
* Selecting and editing text within a table
* Selecting cells, rows, columns or the entire table
* Inserting and deleting rows and columns
* Modifying column width or row height
* Modifying cell borders
* Adding shading to cells
* Modifying cell border width, colour and style

**GRAPHICS**

* Inserting Pictures
* Inserting Clip Art
* Inserting Shapes
* Inserting SmartArt
* Selecting, resizing and deleting graphics
* Copying or moving graphics

**MULTIPLE DOCUMENTS**

* Switching between open documents
* Tiling or cascading documents on your screen
* Comparing documents side by side
* Copying or moving between documents

**PROOFING AND PRINTING**

* Spell checking a document
* Using built-in custom dictionaries
* Printing options
* Previewing and printing a document