

Beginning Word 2007

103-113

Course Competency Checklist

Introduction to Word Processing

- Control the Word work area
 - ☐ Activate and use toolbars
 - ☐ Use menus
 - ☐ Activate and use ruler
 - ☐ Select document views buttons
 - ☐ Scroll the document window
- Create a simple document
 - ☐ Enter text
 - ☐ Use word wrap
 - ☐ Add blank lines
 - ☐ Use AutoText
 - ☐ Use and recognize Smart Tags
- Save a document
 - ☐ Replace old version with new
 - ☐ Save a copy
- Correct errors
 - ☐ Delete vs. Backspace
 - ☐ AutoCorrect
- Print a document
 - ☐ Change document zoom
 - ☐ Preview a document
- Use Word Help
 - ☐ Using the contents and index
 - ☐ Using the Office Assistant
- Exit Word

Advanced Editing Techniques

- Move the text insertion point
 - ☐ Move to next/previous character
 - ☐ Move to next/previous word
 - ☐ Move to next/previous paragraph
 - ☐ Move to end of document
 - ☐ Move to beginning of document
- Select text
 - ☐ Select by mouse drag
 - ☐ Select a word (double-click)
 - ☐ Select a paragraph (triple-click)
 - ☐ Select a sentence (ctrl-click)
 - ☐ Use the Selection Bar
 - ☐ Select a range of text (click, shift-click at end)
 - ☐ Select text using the keyboard
- Delete Text
- Undo mistakes
 - ☐ Undo using the toolbar
 - ☐ Use the undo shortcut key
- Change character formatting
 - ☐ Change font face, style, size and color
 - ☐ Copy formatting with format painter
 - ☐ Change case (upper, title, etc)
- Move text
 - ☐ Move or copy text by dragging
 - ☐ Move or copy text using the clipboard
- Find & Replace Text
 - ☐ Find text
 - ☐ Replace text
 - ☐ Replace text with formatting
 - ☐ Replace with special characters
- Correct spelling errors
 - ☐ Right-click to see alternate words
 - ☐ Proof read
- Change page formatting
 - ☐ Change margins
 - ☐ Change vertical alignment
- Change paragraph formatting
 - ☐ Change horizontal alignment
 - ☐ Use bullets and numbering
 - ☐ Increase and decrease indentation
 - ☐ Create hanging indents
 - ☐ Change line spacing
- Control page breaks
 - ☐ Insert a page break
- Add document comments

Formatting Multi-Page Documents

- Create document sections
 - ☐ Create a new section on the next page
 - ☐ Create a continuous section
- Add headers and footers
 - ☐ Create a header/footer
 - ☐ Edit a header/footer
 - ☐ Use different headers/footers in different document sections
 - ☐ Add automatic text to headers/footers (page numbers, date, etc)
- Create tables of text and values
 - ☐ Convert existing, tabbed text to a table
 - ☐ Create a new table
 - ☐ Enter text into a table
 - ☐ Add/remove rows or columns to/from a table
 - ☐ Format cells (size, shading, borders, alignment, rotating text)
 - ☐ Merging and splitting cells
 - ☐ Sorting table rows
 - ☐ Center entire tables
 - ☐ Create calculated values in a table
- Customize tabs
 - ☐ Add a new tab to the ruler
 - ☐ Move and existing tab
 - ☐ Remove a tab
 - ☐ Use left, right, center and decimal tabs appropriately
 - ☐ Use leader tabs
 - ☐ Change default tab spacing

Desktop Publishing Using MS Word

- Use WordArt
 - ☐ Create WordArt
 - ☐ Customize WordArt
- Divide text into columns
 - ☐ Create text in columns
 - ☐ Balance columns
 - ☐ Insert a column dividing line
- Insert clip art
 - ☐ Add clip art to a document
 - ☐ Resize clip art
 - ☐ Change clip art text wrap
 - ☐ Move clip art
 - ☐ Crop clip art
 - ☐ Add a picture from a file
- Add drop caps
- Insert symbols and special characters
- Apply borders
 - ☐ Apply borders and shading to text
 - ☐ Apply borders and shading to a page