WORD 2007 Study Guide

Lesson 1: Working with Documents

- Add the text __ to the end of the document
- Save the document in the __ folder as a Word 97-2003 format file

Lesson 2: Manipulating Text

- Copy and paste text without formatting

Lesson 3: Formatting Content

- Clear the formatting from the text __
- Apply condensed character spacing to the line of text ___
- Apply 1.5 line spacing to __
- Apply a 6-point paragraph spacing after the paragraph ending with the text __
- Change the multi-level list to __ format

Lesson 4: Working with Tabs

Lesson 5: Formatting Documents

- Change the paper size to __ for page _ only
- Insert a __ cover page.
- Insert a __ style footer
- Specify that the header should not be displayed on page 1
- Insert a continuous section break to the left of the text __
- Change the page numbering to __ format.

Lesson 6: Getting Ready to Print

- Set autocorrect options so it inserts __ when __ is typed.
- Simultaneously find and bold all instances of the text __

Lesson 7: Using Publishing Tools

- Apply the __ style to the heading __ on page 1
- Change the Heading 1 style so that it has _(26)_ point font size and centered text alignment.
- Create a new style named __ based on the text __ (this text is already formatted and you must create a new style based on this formatted text)
- Change the width of the columns equally to __"
- Format the document with [colour name] page colour

Lesson 8: Working with Illustrations

- Insert a graphic to the left of the heading _

- Compress all pictures to a level suitable for __
- Apply __ style to the graphic

Lesson 9: Working with Text and SmartArt

- Make the title _ into WordArt
- Insert a new text box below the heading and move the text __ into the text box
- Modify the WordArt text so it follows a path of Arch Up (Curve)

Lesson 10: Using Tables

- Insert a function in the shaded table cell that will __
- Merge the 3 cells at the top of the table
- Insert a table with 4 columns and 6 rows with a fixed column width of __

Lesson 11: Customizing Word Items

- Format the document using the __ theme with the _ fonts

Lesson 12: Building Content

- Save the graphic as a building block named __ in a new category named __
- Insert a __ building block in the lower right corner of the document

Lesson 13: Merging Documents

Lesson 14: Organizing Information

Lesson 15: Sharing Documents

- Change the Word user name to __ and the user initials to __
- Inspect the document and remove __
- Inspect the document for __ then remove all inspection results
- Compare the documents __ and __
- Prepare the document for distribution by marking it as final.
- Accept only those changes made by the reviewer __
- Modify the track changes settings so that deleted text appears as hidden text
- Using the text __, add a comment to the text __
- Protect the document without password so that the user can only fill in the form

Lesson 16: Working with References

- Go to the bookmark named __
- insert a table of contents that displays only Heading 2 style headings
- insert a table of figures for the table captions, applying __ format