

Microsoft Word Study Guide



Name _____

Student ID# _____

Teacher _____

1. One example of a Word Processor is Microsoft Word. Please circle your answer.

True

False

2. You can Pin the Microsoft Word icon to the task bar. Please circle your answer.

True

False

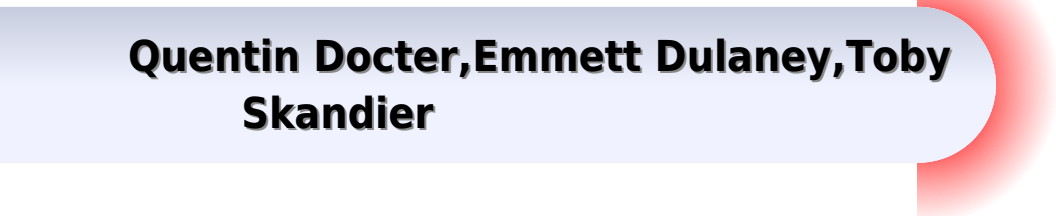
3. Upon opening Microsoft word, located on the home page is different templets to use. Please circle your answer.

True

False

Microsoft Word Study Guide 2007

**Quentin Docter, Emmett Dulaney, Toby
Skandier**



Microsoft Word Study Guide 2007:

The Official CHFI Study Guide (Exam 312-49) Dave Kleiman, 2011-08-31 This is the official CHFI Computer Hacking Forensics Investigator study guide for professionals studying for the forensics exams and for professionals needing the skills to identify an intruder's footprints and properly gather the necessary evidence to prosecute. The EC Council offers certification for ethical hacking and computer forensics. Their ethical hacker exam has become very popular as an industry gauge and we expect the forensics exam to follow suit. Material is presented in a logical learning sequence: a section builds upon previous sections and a chapter on previous chapters. All concepts, simple and complex, are defined and explained when they appear for the first time. This book includes Exam objectives covered in a chapter, clearly explained in the beginning of the chapter. Notes and Alerts highlight crucial points. Exam's Eye View emphasizes the important points from the exam's perspective. Key Terms present definitions of key terms used in the chapter. Review Questions contain the questions modeled after real exam questions based on the material covered in the chapter. Answers to the questions are presented with explanations. Also included is a full practice exam modeled after the real exam. The only study guide for CHFI provides 100% coverage of all exam objectives. CHFI Training runs hundreds of dollars for self tests to thousands of dollars for classroom training.

Microsoft Word 2019 for Lawyers Training Manual Classroom in a Book TeachUcomp, 2020-10-27

Complete classroom training manuals for Microsoft Word 2019 for Lawyers. 396 pages and 223 individual topics. Includes practice exercises and keyboard shortcuts. You will learn how to perform legal reviews, create citations and authorities, and use legal templates. In addition, you'll receive our complete Word curriculum.

Topics Covered:

- Getting Acquainted with Word
- 1 About Word
- 2 The Word Environment
- 3 The Title Bar
- 4 The Ribbon
- 5 The File Tab and Backstage View
- 6 The Quick Access Toolbar
- 7 Touch Mode
- 8 The Ruler
- 9 The Scroll Bars
- 10 The Document View Buttons
- 11 The Zoom Slider
- 12 The Status Bar
- 13 The Mini Toolbar
- 14 Keyboard Shortcuts

Creating Basic Documents

- 1 Opening Documents
- 2 Closing Documents
- 3 Creating New Documents
- 4 Saving Documents
- 5 Recovering Unsaved Documents
- 6 Entering Text
- 7 Moving through Text
- 8 Selecting Text
- 9 Non-Printing Characters
- 10 Working with Word File Formats
- 11 AutoSave

Online Documents

- Document Views
- 1 Changing Document Views
- 2 Showing and Hiding the Ruler
- 3 Showing and Hiding Gridlines
- 4 Showing and Hiding the Navigation Pane
- 5 Zooming the Document
- 6 Opening a Copy of a Document in a New Window
- 7 Arranging Open Document Windows
- 8 Split Window
- 9 Comparing Open Documents
- 10 Switching Open Documents
- 11 Switching to Full Screen View

Basic Editing Skills

- 1 Deleting Text
- 2 Cutting, Copying, and Pasting
- 3 Undoing and Redoing Actions
- 4 Finding and Replacing Text
- 5 Selecting Text and Objects

Basic Proofing Tools

- 1 The Spelling and Grammar Tool
- 2 Setting Default Proofing Options
- 3 Using the Thesaurus
- 4 Finding the Word Count
- 5 Translating Documents
- 6 Read Aloud in Word

Font Formatting

- 1 Formatting Fonts
- 2 The Font Dialog Box
- 3 The Format Painter
- 4 Applying Styles to Text
- 5 Removing Styles from Text

Formatting Paragraphs

- 1 Aligning Paragraphs
- 2 Indenting Paragraphs
- 3 Line Spacing and Paragraph Spacing

Document Layout 1 About Documents and Sections 2 Setting Page and Section Breaks 3 Creating Columns in a Document 4 Creating Column Breaks 5 Using Headers and Footers 6 The Page Setup Dialog Box 7 Setting Margins 8 Paper Settings 9 Layout Settings 10 Adding Line Numbers 11 Hyphenation Settings Using Templates 1 Using Templates 2 Creating Personal Templates Printing Documents 1 Previewing and Printing Documents Helping Yourself 1 The Tell Me Bar and Microsoft Search 2 Using Word Help 3 Smart Lookup Working with Tabs 1 Using Tab Stops 2 Using the Tabs Dialog Box Pictures and Media 1 Inserting Online Pictures 2 Inserting Your Own Pictures 3 Using Picture Tools 4 Using the Format Picture Task Pane 5 Fill Line Settings 6 Effects Settings 7 Alt Text 8 Picture Settings 9 Inserting Screenshots 10 Inserting Screen Clippings 11 Inserting Online Video 12 Inserting Icons 13 Inserting 3D Models 14 Formatting 3D Models Drawing Objects 1 Inserting Shapes 2 Inserting WordArt 3 Inserting Text Boxes 4 Formatting Shapes 5 The Format Shape Task Pane 6 Inserting SmartArt 7 Design and Format SmartArt 8 Inserting Charts Using Building Blocks 1 Creating Building Blocks 2 Using Building Blocks Styles 1 About Styles 2 Applying Styles 3 Showing Headings in the Navigation Pane 4 The Styles Task Pane 5 Clearing Styles from Text 6 Creating a New Style 7 Modifying an Existing Style 8 Selecting All Instances of a Style in a Document 9 Renaming Styles 10 Deleting Custom Styles 11 Using the Style Inspector Pane 12 Using the Reveal Formatting Pane Themes and Style Sets 1 Applying a Theme 2 Applying a Style Set 3 Applying and Customizing Theme Colors 4 Applying and Customizing Theme Fonts 5 Selecting Theme Effects Page Backgrounds 1 Applying Watermarks 2 Creating Custom Watermarks 3 Removing Watermarks 4 Selecting a Page Background Color or Fill Effect 5 Applying Page Borders Bullets and Numbering 1 Applying Bullets and Numbering 2 Formatting Bullets and Numbering 3 Applying a Multilevel List 4 Modifying a Multilevel List Style Tables 1 Using Tables 2 Creating Tables 3 Selecting Table Objects 4 Inserting and Deleting Columns and Rows 5 Deleting Cells and Tables 6 Merging and Splitting Cells 7 Adjusting Cell Size 8 Aligning Text in Table Cells 9 Converting a Table into Text 10 Sorting Tables 11 Formatting Tables 12 Inserting Quick Tables Table Formulas 1 Inserting Table Formulas 2 Recalculating Word Formulas 3 Viewing Formulas vs Formula Results 4 Inserting a Microsoft Excel Worksheet Inserting Page Elements 1 Inserting Drop Caps 2 Inserting Equations 3 Inserting Ink Equations 4 Inserting Symbols 5 Inserting Bookmarks 6 Inserting Hyperlinks Outlines 1 Using Outline View 2 Promoting and Demoting Outline Text 3 Moving Selected Outline Text 4 Collapsing and Expanding Outline Text Mailings 1 Mail Merge 2 The Step by Step Mail Merge Wizard 3 Creating a Data Source 4 Selecting Recipients 5 Inserting and Deleting Merge Fields 6 Error Checking 7 Detaching the Data Source 8 Finishing a Mail Merge 9 Mail Merge Rules 10 The Ask Mail Merge Rule 11 The Fill in Mail Merge Rule 12 The If Then Else Mail Merge Rule 13 The Merge Record Mail Merge Rule 14 The Merge Sequence Mail Merge Rule 15 The Next Record Mail Merge Rule 16 The Next Record If Mail Merge Rule 17 The Set Bookmark Mail Merge Rule 18 The Skip Record If Mail Merge Rule 19 Deleting Mail Merge Rules in Word Sharing Documents 1 Sharing Documents in Word Using Co authoring 2 Inserting Comments 3 Sharing by Email 4 Presenting Online 5 Posting to a Blog 6 Saving as a

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focuses on features of Word 2007 as well as older features that were once less accessible than they are now This book also makes a point to include examples of practical applications for all the new features Written by Connie Morrison a university instructor of Microsoft applications this book will help you grow into a confident Word 2007 user The book assumes familiarity with Word 2003 or earlier versions so you can work effectively with the material here Overall this book cuts to the chase by skipping over basic or obvious features to get you up and running with Word 2007 in the shortest possible time

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