Microsoft Word
Class Outline

o **Getting Started**

1. New Document
   - Blank Documents
   - Templates

2. Save & Save As
   - doc vs. docx
   - Adobe PDF
   - locations

o **Tool Bars & Menus**

1. File
   - Project Gallery

2. Edit
   - Select
   - Copy
   - Paste

3. View
   - Turning views on and off
   - Markup
   - Zoom

4. Insert
   - Picture…formatting: arrange, group, crop, brightness
   - Auto Shapes…formatting: arrange, group, color
   - Smart Art
   - Chart
   - Hyperlink

5. Format
   - Font
   - Bullets and Numbering
   - Borders and Shading

6. Tools
   - Spelling and Grammar
   - Thesaurus
   - Dictionary
   - Word Count
   - Track Changes

7. Table
   - Inserting
   - Formatting
   - New row & column
   - Sorting
   - Sizing
   - Printing

8. Window
   - Arrange All

9. Help
   - How to use

10. Mailings
    - Mail merge
    - Labels

- **Miscellaneous**

1. Keyboard Shortcuts
   http://www.free-training-tutorial.com/msWord2007-shortcuts.html

   - Product
   1. Edit a student's work using the "track changes" mode.

   2. In a response to the student's work create a chart which shows area which the student could improve.

   3. Save the file of the chart as a pdf file.