



## ECDL® Syllabus Five

# Module Three

# Word Processing

Windows Vista & Microsoft Office 2007 Edition

### THE MICROSOFT WORD 2007 SCREEN

- Starting Microsoft Word 2007
- The Microsoft Word 2007 screen
- The levels of command organisation
- The Office Button
- Ribbon Tabs
- Switching between tabs using the mouse wheel
- 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
- Alt key help
- Closing Microsoft Word
- Saving documents using different formats
- Creating documents using different templates
- Switching between Word Views

### MANIPULATING TEXT

- Select, then format
- 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
- The Office Clipboard
- Removing items from the Office Clipboard

### TEXT FORMATTING

- Font type
- Font size
- Grow Font and Shrink Font icons
- Font size keyboard shortcut
- Bold, italic or underline
- Subscript and superscript
- Case changing
- Highlighting
- Font colour
- Copying text for matting
- Removing formatting
- Using Zoom
- Inserting special characters and symbols

### PARAGRAPH FORMATTING

- Paragraph marks
- Soft paragraph (line break) marks
- Good Practice Aligning and indenting text
- Aligning text
- Indenting paragraphs
- Applying single or double line spacing within paragraphs
- Applying spacing above or below paragraphs
- Good Practice: Use paragraph spacing rather than using the Return key
- Applying bullets to a list
- Applying numbering a list
- Modifying bullet and numbering formatting
- Removing bullet or numbering formatting

### ADDING BORDERS AND SHADING

- Adding a border
- Modifying your borders
- Adding shading
- Modifying your shading
- Applying borders to selected text

### FINDING AND REPLACING TEXT

- Finding and replacing text

### TABS

- Tab stops
- Setting and removing tabs
- Viewing tab marks within a document using the Show/Hide icon

### STYLES

- Applying styles to a word, line or a paragraph

### PAGE FORMATTING

- Page orientation and paper size
- Changing the page size
- Page margins
- Page breaks
- Good practice – Use Page breaks rather than repeatedly pressing the Return key
- 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
- Inserting a chart
- 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 selected items between documents

#### **MAIL MERGE**

- Starting the Mail Merge Wizard
- Mail Merge Wizard - Step 1 of 6 'Select document type'
- Mail Merge Wizard - Step 2 of 6 'Select Starting document'
- Mail Merge Wizard - Step 3 of 6 'Select recipients'
- Mail Merge Wizard - Step 4 of 6 'Write your letter'
- Mail Merge Wizard - Step 5 of 6 'Preview your letters'
- Mail Merge Wizard - Step 6 of 6
- Creating a mailing list to be used within a mail merge
- Merging a mailing list to produce labels

#### **CUSTOMISATION**

- Setting and customising Microsoft Word Options
- Setting the User Name
- Setting the default opening and saving folder
- **PROOFING AND PRINTING**
- The importance of proofing
- Spell checking a document
- Adding words to the built-in custom dictionary
- Removing a word from the spell checking dictionary
- Printing options
- Printing only odd or even pages
- Printing part of a document
- Printing more than one page of a document per printed sheet
- Previewing and printing a document