


**Digital
Whizkids**


REX
Book Store

Proficiency in Word Processing Using Microsoft® Office Word 2007



Win7 Series

File
005-369
0574
2011
C-1

Digital Whizkids

Proficiency in Word Processing Using Microsoft® Office Word 2007

Win7 Series



Published & Distributed by
REX Book Store
856 Nicanor Reyes, Sr. St.
Tel. Nos. 736-05-67 • 735-13-64
1977 C.M. Recto Avenue
Tel. Nos. 735-55-27 • 735-55-34
Manila, Philippines
www.rexpublishing.com.ph

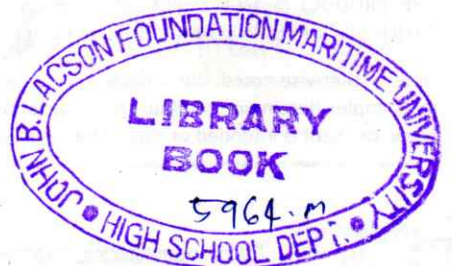


Table of Contents

| | | |
|----------------------------|--|------------|
| Chapter 1 | Getting Started | 1 |
| | Lesson 1 Introduction to Microsoft® Office Word 2007 Software | 2 |
| | Lesson 2 Previous Version vs. Microsoft® Word 2007 | 9 |
| | Lesson 3 Working with Documents..... | 13 |
| | Lesson 4 Managing Files | 19 |
| Chapter 2 | Creating and Formatting Content..... | 29 |
| | Lesson 1 Working with Text..... | 30 |
| | Lesson 2 Format Text and Paragraph..... | 39 |
| | Lesson 3 Manipulate Text | 55 |
| | Lesson 4 Using Templates, Styles, Themes, and Background..... | 62 |
| Chapter 3 | Working with Visual Content | 77 |
| | Lesson 1 Insert Illustrations..... | 78 |
| | Lesson 2 Format Illustrations | 91 |
| | Lesson 3 Insert and Modify Text Boxes | 96 |
| Chapter 4 | Organizing Content..... | 103 |
| | Lesson 1 Building a Document with Quick Parts | 104 |
| | Lesson 2 Use Tables and Lists to Organize Content..... | 110 |
| | Lesson 3 Format a Table | 115 |
| | Lesson 4 Insert and Format References and Captions..... | 122 |
| | Lesson 5 Merge Documents and Data Sources | 126 |



Chapter Customizing Documents 135

5

Lesson 1 Formatting Documents 136

Lesson 2 Page Breaks and Section Breaks 143

Lesson 3 Creating Outlines 147

Lesson 4 Create and Modify Table Contents 154

Lesson 5 Personalize Office Word 2007 161

Lesson 6 Navigating through Documents..... 166

Chapter Reviewing Documents 171

6

Lesson 1 Managing Tracked Changes 172

Lesson 2 Inserting, Modifying, and Deleting Comments 177

Lesson 3 Compare and Merge a Document's Versions 179

Chapter Sharing and Securing Content..... 185

7

Lesson 1 Preparing Documents for Sharing 186

Lesson 2 Control Document Access 190

Lesson 3 Attaching Digital Signatures..... 195