

# Lesson | 1

## Getting Started with Word 2007

### Exercise 1

- Start Word
- The Word Window
- Change the Word Window
- Type in a Document
- Correct Errors
- Use Undo, Redo, and Repeat
- Save a New Document
- Close a Document
- Types of Business Documents
- Exit Word

### Exercise 2

- Create a New Document
- Work with Show/Hide Marks
- Move the Insertion Point in a Document
- Use Click and Type
- Save Changes
- Print
- Preview a Document
- About Press Releases

### Exercise 3

- Correct Spelling as You Type
- Correct Grammar as You Type
- Check Spelling and Grammar
- Use the Thesaurus

### Exercise 4

- Use AutoCorrect
- Select Text in a Document
- Replace Selected Text
- Align Text Horizontally
- Align a Document Vertically

- Line Spacing
- Paragraph Spacing
- About Memos

### Exercise 5

- Format a Business Letter
- Insert the Date and Time in a Document
- Use Uppercase Mode
- Change Case
- Create an Envelope

### Exercise 6

- Set Tabs
- Format a Modified-Block Business Letter
- Shrink One Page

### Exercise 7

- Format a Personal Business Letter
- About Fonts
- Change the Font
- Change Font Size
- Apply Font Styles
- Apply Underlines
- Create Labels

### END OF LESSON PROJECTS

### Exercise 8

- Critical Thinking

### Exercise 9

- Curriculum Integration