

Section 1

Introduction To Windows 7

1. Copy, cut, past, new folder.
2. Different between file and folder.
3. Files extensions & change file name without change file extension & show and hide file extension.
4. File and folder properties, size and type.
5. Change desktop background, show hide desktop Icons.
6. Change date and time.
7. Get hard desk size from desk management.
8. Device manager – check if driver of device is installed or not – Get the Hardware ID for device for searching driver for it.

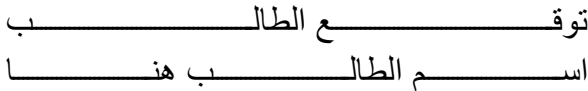
Section 2

Word 2007 File Menu

2. New file, open file.
3. Different between save and save as.
4. Save as 2003
5. Different Exist and close.
6. Options
 - a. Change auto save time (file -> options -> save -> auto save recover)
 - b. Change number type (Arabic, Hindi, system, Context) (file -> options -> advanced -> numeral).
7. Print
 - a. Deferent between virtual and physical printer
 - b. Landscape or portrait.
 - c. Print multi pages in on page (pages per sheet).

Section 3

Word 2007 Home Ribbon

1. Select
 - a. Word
 - b. Line
 - c. Paragraph
2. Different between Enter and (Shift + Enter).
3. Copy, cut, past.
4. Copy format using format painter.
 - a. Double click of format painter for multi format
 - b. Use (ctrl + shift + C) to copy format
5. Use (ctrl + shift + V) to past format
6. Font group and How to write $Y^2 * H_2O$.
7. Paragraph group especially set numbering value for a list.
8. Different between Text direction and align text.
9. Change Tab Size.
10. Using Justify text , ruler, (Shift + Enter) to write something like this

11. Auto sorting list.
12. Using style and save formatting as new style.
13. Find and replace a text.
14. Select a text with smaller format.

Section 4

Word 2007 Insert Ribbon

1. Insert Cover page.
2. Insert page Break (Ctrl + Enter)
3. Insert Table
 - a. Draw table
 - b. Insert Quick tables
 - c. Merge & split Cells
 - d. Distribute Rows & columns evenly.
 - e. Delete table
 - f. Auto fit
 - g. Cell Alignment
 - h. Table properties -> Text warping
4. Insert
 - a. Picture.
 - b. Clip Art Shapes , smartArt, Chart.
 - c. Header, Footer, Page number.
 - d. Text Box.
 - e. Screenshot
 - f. Equations.
5. Insert Screen Shot
6. Remove & add border To objects (Pictures, shapes, text box,).

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