

[Displaying your information effectively](#)

Learn how to organize your document using bullets, numbers, list, and tables. How to include ClipArt, WordArt, pictures, symbols, etc. in your document. How to set margins. How to use section breaks.

| Tutorials | Description | Level |
|--|--|--------------|
| Bullets, numbers, and lists | The ins and outs of bullets, numbers, and multilevel lists in Word 2007 | Beginner |
| Editing text and revising your documents | How to get from one place to another in a document. How to add and delete text, and move text around | Beginner |

| Videos | Description | Level |
|---|---|--------------|
| Changing Font Size | How to make some parts of your document to stand out by changing its attributes (fonts, alignment, color, etc) . (Created by Brainstorm Inc) | Beginner |
| Spice up your text with SmartArt graphics | Learn more about SmartArt graphics. Check the demo videos that will show how SmartArt can help you to create astonishing graphics for your presentation | Beginner |
| Inserting ClipArt | How to insert ClipArts in your document to enhance your message. (Brainstorm Inc) | Beginner |
| Inserting WordArt | Using WordArt to make your document more appealing. ((Brainstorm Inc) | Beginner |
| Inserting Symbols | How to insert special characters or symbols to your document. (Brainstorm Inc) | Beginner |
| Creating a Hyperlink | How to insert a link to other documents or websites in your document. (Brainstorm Inc) | Beginner |
| Using Format Painter | How to copy the attributes of one section of your text to several others. (Brainstorm Inc) | Beginner |
| Sorting text or a list | How to sort a list alphabetically | Beginner |
| Setting page margins or changing them | How change or set margins in your document | Beginner |
| Adding and removing page | Frustrated with the layout of your | Beginner |

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|---|--|--------------|
| breaks | document? Learn how to insert or remove page breaks to make it look better | |
| Working with tables in a document, presentation, or message | How to format a table and/or change its look | Beginner |
| Merging and splitting table cells | How to merge or split cells in a table | Beginner |
| Displaying or hiding table gridlines | Gridlines can help by showing the cell boundaries in a table, but do not appear when the document is printed, unlike borders. This video will teach you how to show and use the table gridlines. | Beginner |
| Sorting data in a table | How to sort the contents of a table | Beginner |
| Repeating table headers on multiple pages | How to repeat a table heading on subsequent pages | Beginner |
| Changing formatting by using section breaks | How to select page orientation, and change the layout or formatting in one section of your document | Beginner |
| Creating Columns | Writing a newsletter or an article? Learn how to divide your text into two or more columns. (Brainstorm Inc) | Beginner |
| Using Spelling Check | Take advantage of Word 2007 new spelling check features. (Brainstorm Inc) | Beginner |
| Insert text from another file | How to combine two or more documents by importing the text of one document into another | Beginner |
| Adding or deleting pages | How to add or delete pages in your document | Beginner |
| Changing the default font and line spacing | How to set the default font and to adjust the spaces between lines or paragraphs | Intermediate |
| Adding pictures to your document from a camera or scanner | How to insert a picture or digital photo into your document and format it the way you want it | Intermediate |
| Creating a New Style | Personalize your document by creating your own style and applying it to your document. (Brainstorm Inc) | Intermediate |