



MS Word

Level 1

YOUR PARTNER IN EXCELLENCE

Word basics

- ❖ Starting word
- ❖ The word environment
- ❖ Hiding the ribbon
- ❖ Creating a new document
- ❖ Opening an existing document
- ❖ Navigating a document
- ❖ Entering text into a document
- ❖ Correcting mistakes
- ❖ Saving a document
- ❖ Moving between documents
- ❖ Setting word options
- ❖ Changing document views
- ❖ Using help
- ❖ Closing a document and exiting word

Editing text

- ❖ Selecting text
- ❖ Cutting and pasting text
- ❖ Copying and pasting text
- ❖ Using drag-and-drop
- ❖ Using the office clipboard
- ❖ Finding text using the navigation pane
- ❖ Using find and replace
- ❖ Checking spelling and grammar
- ❖ Use the thesaurus
- ❖ Inserting symbols
- ❖ Using undo and redo

Formatting text

- ❖ Using formatting tools
- ❖ Using the font dialog box
- ❖ Using format painter
- ❖ Using character effects
- ❖ Using text effects
- ❖ Adding a drop cap
- ❖ Inserting the date and time

Working with paragraphs

- ❖ Aligning text
- ❖ Adjusting line spacing
- ❖ Adjusting spacing between paragraphs
- ❖ Indenting paragraphs
- ❖ Creating a hanging indent
- ❖ Adding borders to a paragraph
- ❖ Adding shading to a paragraph

Working with pages

- ❖ Setting margins
- ❖ Setting page orientation
- ❖ Setting paper size
- ❖ Creating a header and footer
- ❖ Modifying a header and footer
- ❖ Inserting/modifying page numbers
- ❖ Inserting and removing page breaks
- ❖ Inserting a watermark

Printing a document

- ❖ Previewing a document
- ❖ Setting printer options