



## Section 1 - Word Processing Basics

- Starting Word
- Start Screen
- Quick Access Toolbar
- Ribbon
- Menu Options
- Entering Text
- Saving & Organizing Files
- Moving Around in a Document
- Opening & Closing Files
- Automatic Spell Check
- View Buttons
- Getting Help
- Exiting Word

## Section 2 - Working w/Files

- Opening a File
- Save As Command
- Inserting & Deleting Text
- Creating a New Document
- Switching Between Open Documents
- Using Zoom
- Managing Files
- Previewing & Printing Documents

## Section 3 - Formatting Documents

- Selecting Text
- Font Formats
- Clear Formatting
- Use the Font Dialog Box Launcher

## Section 4 - Formatting Paragraphs

- Show/Hide Edit Marks
- Bullets & Numbering
- Spacing
- Indent Paragraphs
- Styles
- Using Cut, Copy, and Paste
- Editing Tools
- Replacing Text
- Find/Replace Punctuation

## Section 5 - Proofing a Document

- Review Commands
- Grammar Check
- Spell Check
- Thesaurus
- Languages
- Word Count

## Section 6 - Working with Tables

- Define a Table
- Insert Rows & Columns
- Align Data
- Move and Size Icons
- View Gridlines
- Remove a Table

## Section 7 - Workplace Productivity

- Page Layout Commands
- Margins
- Orientation
- Paper Size & Source
- Creating a Letter
- Creating an Envelope
- Creating Mail Labels
- Working with Multi-Page Documents
- Page Breaks
- Page Numbers
- Headers & Footers