



Section 1 - Word Processing Basics

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

Section 2 - Working with 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
- Numbering & Bullets
- Paragraph Spacing
- Indent Paragraphs
- Paragraph Alignment
- Shading and Borders
- Styles
- Paste, Cut, and Copy
- Format Painter
- Find and Replace

Section 5 - Proofing a Document

- Editor
- Review Tab
- Spell Check
- Thesaurus
- Language
- Word Count

Section 6 - Working with Tables

- Create a Table
- Insert Rows & Columns
- Size Columns
- Move and Size Icons
- Sort
- Quick Tables
- View Gridlines
- Remove a Table

Section 7 - Workplace Productivity

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