

Course Description: Learn to create documents using Microsoft Word. The class includes: creating and editing documents, saving and retrieving documents, selecting text, formatting characters and paragraphs, using keyboard shortcuts, understanding fonts, using auto-spell, and setting tabs and margins.

Module 1 – Navigating in Microsoft Word

- The Word Window
- Using the Ribbon and Quick Access Toolbar
- Customizing the Quick Access Toolbar
- The File Tab (Backstage View)
- Opening a Document
- Managing the Recent List
- Keystrokes for Document Navigation
- Using the Zoom Slider
- Using Scroll Bars

Module 2 – Creating a Document

- Starting a New Document
- Adding the Current Date
- Adding Text
- Saving Your Work
- Understanding Manual Save vs AutoRecover
- Understanding Document Versions
- Saving Document Changes

Module 3 – Editing Document Text

- Checking Spelling and Grammar
- Using the Thesaurus
- Techniques for Selecting Text
- Displaying Hidden Characters
- Methods for Editing Text
- Techniques for Moving and Copying Text
- Using Undo and Redo
- Working with AutoCorrect

Module 4 – Character Formatting

- Understanding Character Formatting
- Changing the Document Font
- Changing the Font for Selected Text
- Choosing a Font Size
- Change the Font Color and other Attributes
- Using Bold, Italic, and Underline
- Changing the Font Case
- Copying Formatting with the Format Painter
- Using the Mini Toolbar

Module 5 – Paragraph Formatting

- Understanding Paragraph Formatting
- Setting Paragraph Alignment
- Indenting Paragraphs
- Using Numbering and Bullets
- Adding a Border
- Using Default Tabs
- Displaying the Ruler
- Setting Custom Tabs
- Modifying Tabs

Module 6 – Document Setup

- Setting Margins
- Changing Page Direction
- Vertically Centering the Document on the Page
- Adding Page Numbers
- Previewing and Printing a Document
- Reducing the Number of Printed Pages
- Printing an Envelope