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Microsoft Word Level I
Course Outline

1-Day 9:00 am – 4:00 pm

Course Description: The class includes creating and editing documents, saving, and retrieving documents, selecting text, formatting characters and paragraphs, using keyboard shortcuts, understanding fonts, correcting spelling and grammar errors, 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
- Understanding File Tab Options
- Opening a Document
- Managing the Recent List
- Document Navigation Keystrokes
- Using the Zoom Slider
- Using Scroll Bars

Module 2 – Creating a Document

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

Module 3 – Editing Document Text

- Checking Spelling and Grammar
  - Correcting Errors
  - Displaying the Editor
  - Understanding Editor Options
- Working with AutoCorrect
  - Undoing Automatic Corrections
  - Changing AutoCorrect Settings
  - Adding and Removing AutoCorrect Entries
- Using the Thesaurus to find Synonyms
- Techniques for Selecting Text
- Displaying Hidden Characters
- Methods for Editing and Replacing Text
- Techniques for Moving and Copying Text
  - Copy & Paste, Drag & Drop
- Using Undo and Redo

Module 4 – Character Formatting

- Understanding Character Formatting
- Changing the Default Document Font & Font Size
- 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
- Using the Mini Toolbar to Format Text
- Copying Formatting with the Format Painter

Module 5 – Paragraph Formatting

- Understanding Paragraph Formatting
- Setting Paragraph Alignment
- Indenting Paragraphs
- Using Numbering and Bullets
- Adding and Removing Paragraph Borders
- 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

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