

Microsoft Word Level 1

Prerequisites: Microsoft Windows XP Fundamentals or Microsoft Windows 2000 Fundamentals; or equivalent experience. **Strongly Recommended:** Basic typing, keyboard, and mouse skills

Course Outline

This course assumes that you are familiar with using personal computers and have used a mouse and keyboard (basic typing skills are recommended). You should be comfortable in the Windows environment and be able to use Windows to manage information on your computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

- Create a basic document
 - Edit documents by locating and modifying text
 - Format text
 - Format paragraphs
 - Use Word tools to make your documents more accurate
 - Add tables to a document
 - Add graphic elements to a document
 - Control a document's page setup and its overall appearance
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Outline

Lesson 1 Creating a Basic Document

- The Word Environment
- Get Help Using Word
- Enter Text
- Save a New Document
- Preview a Document
- Print a Document

Lesson 2 Editing a Document

- Navigate in a Document
- Insert Text
- Select Text
- Create an AutoText Entry
- Move and Copy Text
- Delete Blocks of Text
- Undo Changes
- Find and Replace Text

Lesson 3: Formatting Text

- Change Font and Size
- Apply Font Styles and Effects
- Change Text Color
- Highlight Text
- Copy Formats
- Clear Formatting
- Find and Replace Text Formatting

Lesson 4: Formatting Paragraphs

- Set Tabs
- Change Paragraph Alignment
- Indent Paragraphs
- Add Borders and Shading
- Apply Styles
- Create Lists
- Change Spacing Between Paragraphs and Lines

Lesson 5 Proofing a Document

- Use the Thesaurus
- Check Spelling and Grammar
- Create a New Default Dictionary
- Check Word Count
- Modify a Document in Print Preview

Lesson 6: Adding Tables

- Create a Table
- Enter Data in a Table
- Move Around in a Table
- AutoFormat a Table
- Convert Text into a Table

Lesson 7: Inserting Graphic Elements

- Insert Symbols and Special Characters
- Symbols
- Special Characters
- Insert a Clip Art Picture
- Clip Art Task Pane
- Resize Clips
- Add a Watermark

Lesson 8 Controlling Page Appearance

- Set Page Orientation
- Change Page Margins
- Apply a Page Border
- Add Headers and Footers
- Headers and Footers
- Fields
- Insert a Page Break
- Automatic Versus Manual Page Breaks