

Class Title: Microsoft Word Introduction

Duration: 1 Day

1. Document Basics

- 1.1. Enter and Edit Text
- 1.2. Reveal Special Characters
- 1.3. Use Backstage View
- 1.4. Text Selection Shortcuts
- 1.5. Print and Print Preview
- 1.6. Create Envelopes and Labels

2. Character Formatting

- 2.1. Apply and Clear Character Formats
- 2.2. Set Default Character Formats

3. Paragraph Formatting

- 3.1. Align Paragraphs
- 3.2. Format using Tabs
- 3.3. Set Indents
- 3.4. Set Line and Paragraph Spacing
- 3.5. Bullet Lists and Number Lists
- 3.6. Use Symbols

4. Writing Tools

- 4.1. Check Spelling and Grammar
- 4.2. Use Thesaurus
- 4.3. Use Find, Replace and the Navigation Pane

5. Page Formatting

- 5.1. Basic Headers and Footers
- 5.2. Insert Automatic Page Numbers
- 5.3. Set Document Margins and Page Orientation
- 5.4. Use Page Breaks

6. Clipboard Tools

- 6.1. Cut and Copy Shortcuts
- 6.2. Using the Office Clipboard for Collecting and Pasting Data
- 6.3. Using Multiple Document Windows