

Outline – Beginning Word

Introduction

- Course Objectives
- Conventions Used
- What is Microsoft Word?

Word Basics

- Word Processing Terminology
- Starting Word
- The Word Window
- The Mouse
- Using the Menus
- Using the Keyboard
- Using the Toolbars
- Getting Help
- Exiting Word

Creating a Document

- Creating a New Document
- Using AutoCorrect
- Saving New Documents
- Opening Documents
- Moving Through Documents
- Editing Text

Printing Documents

- Previewing Documents
- Printing Documents
- Printing Envelopes and Labels

Enhancing Text

- Ways to Select Text
- Changing Fonts and Point Sizes

Formatting Documents

- Setting Margins
- Changing Line Spacing
- Changing Paragraph Alignment
- Using AutoText

Copying and Moving Text

- Copying Text
- Moving Text

Proofreading Tools

- Using the Spell Checker
- Using the Thesaurus

Inserting Characters and ClipArt

- Inserting Special Characters
- Inserting ClipArt