



Microsoft Word Basic Course Outline

Creating a Basic Document

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

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

Formatting Text

Change Font and Size
Change Text Color
Highlight Text
Copy Formats
Clear Formatting
Find and Replace
Text Formatting

Formatting Paragraphs

Set Tabs
Change Paragraph
Alignment Indent Paragraphs
Add Borders and Shading
Apply Styles
Create Lists
Change spacing between paragraphs and lines

Proofing a Document Use the Thesaurus

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

Adding Tables

Create a Table
Enter Data in a Table
AutoFormat a Table
Convert Text into a Table

Inserting Graphic Elements

Insert Symbols and Special Characters
Insert a Clip Art Picture
Add a Watermark

Controlling Page Appearance

Set Page Orientation
Change Page Margins
Apply a Page Border
Add Headers and Footers
Insert a Page Break