

Word Fundamentals (Modules 1-6)

1 Word Basics

- ◆ Starting the application and getting familiar with the Word interface
- ◆ Creating a new document
- ◆ Entering text
- ◆ Navigation techniques in a document
- ◆ Selecting text in a document
- ◆ Saving and closing documents
- ◆ Getting help in Word

2 Formatting Characters & Paragraphs

- ◆ Advanced techniques for selecting text
- ◆ Moving and Copying text
- ◆ Formatting text in a document
- ◆ Formatting paragraphs
- ◆ Working with indentation, numbered lists, and bulleted lists

3 Page Setup Techniques

- ◆ Creating Headers & Footers
- ◆ Working with document margins
- ◆ Working with sections
- ◆ Controlling page breaks
- ◆ Creating columns

4 Tools and Printing

- ◆ Using proofing tools (Spell Checker, Thesaurus)
- ◆ Using AutoText and AutoCorrect
- ◆ Finding and replacing text
- ◆ Printing documents
- ◆ Creating envelopes and labels
- ◆ Printing your documents

5 Tables

- ◆ Setting tabs in a document
- ◆ Creating tables in a document
- ◆ Formatting tables
- ◆ Working with table data
- ◆ "Drawing" tables in Word

6 Mail Merge

- ◆ Preparing a document for mail merge
- ◆ Creating data sources for mail merge
- ◆ Merging data with a document
- ◆ Sorting and filtering during a mail merge
- ◆ Creating envelopes and labels with mail merge