

Word Introduction

Getting Started with Word

- *Starting Word*
- *Word Opening Screen.*
- *The Title Bar;*
- *The Menu Bar;*
- *Toolbars*
- *Scroll Bars*
- *The Status Bar*
- *Menus*
- *SpeedKeys*
- *Dialogue Boxes*
- *Exiting Word*

Creating Documents

- *Creating a New Document*
- *Entering Text*
- *Entering the Date and Time.*
- *Saving Documents.*
- *Closing a Document on Screen.*
- *Opening an Existing Document*
- *Deleting Files; Creating a New Folder*

Editing Documents

- *Automatic Spell Checking*
- *Document Views*
- *Using Click-and-Type*
- *Scrolling*
- *Selecting Text*
- *Insert and Overtyping*
- *Deleting Text*
- *Undoing Incorrect Edits*
- *Redoing and Repeating Edits.*
- *Case Conversion*
- *Inserting Symbols and Special Characters.*
- *Assigning a Shortcut Key to a Symbol*
- *Creating Documents Using Templates and Wizards*
- *Moving and Copying Text*
- *Using the Office Clipboard.*
- *Using Drag-and-Drop*
- *Opening a Second Document.*
- *Document Window Panes*

Working with Margins and Paragraphs.

- *Setting Page Margins.*
- *What are Paragraphs*
- *Indenting Text*
- *Aligning Paragraphs*
- *Paragraph and Line Spacing.*
- *The Paragraph Dialogue Box.*
- *Setting Tabs*
- *Removing Paragraph Formats*
- *Working with Fonts*
- *The Formatting Toolbar and Format Painter.*
- *The Font Dialogue Box*

Viewing and Printing Documents

- *Landscape Printing and Paper Size*
- *Page Breaks.*
- *Print Preview and Printing*