



Office Productivity Training

Helping your employees work smarter, not harder

Word 2013 Level 1

Fundamentals

Module 1

- Running Microsoft Word
- The Word Screen
- Working With Help
- Viewing Options
- Saving A Document
- Using the Auto Spell Checker
- Using the Spell Checker
- Printing Your Document
- Closing a Document
- Creating a New Document

Module 2

- Opening an Existing Document
- Navigating Within a Document
- Replacing Text
- Deleting Text
- Selecting With the Mouse
- Oops!! Undeleting Text
- Using Click and Type

Module 3

- Applying Attributes
- Changing Fonts & Point Size
- Advanced Formatting Options
- Using the Format Painter
- Page Setup
- Changing Margins with The Mouse
- Adjusting the Line Spacing
- Paragraph Alignment
- Reveal Formatting
- Changing Case
- Inserting the Date & Time

Module 4

- Setting Tabs
- Indenting Paragraphs
- Adding Manual Page Breaks
- Inserting Blank Pages
- Creating Cover Pages

Module 5

- Moving Text
- Copying Text
- Dragging & Dropping
- Using the Office Clipboard
- Working With the Thesaurus
- Using the Auto Grammar Checker
- The Grammar Checker
- Printing Envelopes
- Mailing Labels

Module 6

- Templates
- Keeping Text Together
- Page Numbering
- Creating Headers And Footers
- Finding Data
- Replacing Text
- Applying Borders
- Working With Styles

Module 7

- Creating Outlines
- Number and Bullet Lists
- Inserting Symbols
- Inserting a Hyperlink