



### Working with text

- Use the Undo, Redo, and Repeat command
- Apply font formats (Bold, Italic and Underline)
- Use the SPELLING feature
- Use the THESAURUS feature
- Use the GRAMMAR feature
- Insert page breaks
- Highlight text in document
- Insert and move text
- Cut, Copy, Paste, and Paste Special using the Office Clipboard
- Copy formats using the Format Painter
- Select and change font and font size
- Find and replace text
- Apply character effects (superscript, subscript, strikethrough, small caps and outline)
- Insert date and time
- Insert symbols
- Create and apply frequently used text with AutoCorrect

### Working with paragraphs

- Align text in paragraphs (Center, Left, Right and Justified)
- Add bullets and numbering
- Set character, line, and paragraph spacing options
- Apply borders and shading to paragraphs
- Use indentation options (Left, Right, First Line and Hanging Indent)
- Use TABS command (Center, Decimal, Left and Right)
- Create an outline style numbered list
- Set tabs with leaders

### Working with documents

- Print a document
- Use print preview
- Use Web Page Preview
- Navigate through a document
- Insert page numbers
- Set page orientation
- Set margins
- Use GoTo to locate specific elements in a document
- Create and modify page numbers



# SoftwareTeacher, Inc. Microsoft Word Outline

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- Create and modify headers and footers
- Align text vertically
- Create and use newspaper columns
- Revise column structure
- Prepare and print envelopes and labels
- Apply styles
- Create sections with formatting that differs from other sections
- Use click & type

## Managing files

- Use save
- Locate and open an existing document
- Use Save As (different name, location or format)
- Create a folder
- Create a new document using a Wizard
- Save as Web Page
- Use templates to create a new document
- Create Hyperlinks
- Use the Office Assistant
- Send a Word document via e-mail

## Using tables

- Create and format tables
- Add borders and shading to tables
- Revise tables (insert & delete rows and columns, change cell formats)
- Modify table structure (merge cells, change height and width)
- Rotate text in a table

## Working with pictures and charts

- Use the drawing ribbon
- Insert graphics into a document (WordArt, ClipArt, Images)



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## Using mail merge

- Create main document
- Create data source
- Sort records to be merged
- Merge main document and data source
- Generate labels
- Merge a document using alternate data sources

## Using advanced features

- Insert a field
- Create, apply and edit macros
- Copy, rename, and delete macros
- Create and modify form
- Create and modify a form control (e.g., add an item to a drop-down list)
- Use advanced text alignment features with graphics
- Customize Ribbon

## Collaborating with workgroups

- Create and format tables
- Insert comments
- Protect documents
- Create multiple versions of a document
- Track changes to a document
- Set default file location for workgroup templates