

Chapter 1: Exploring Word

You will learn:

- Starting Word.
- Working with Word windows.
- Using menu commands.
- How to display, hide, move, and resize toolbars.
- Exiting Word.

Chapter 2: Using Basic Document Skills

You will learn:

- Entering text into a document.
- Saving, closing, and creating a new document.
- Opening an existing document.
- Scrolling using the mouse and keyboard.
- Using insert and overtype modes.
- Renaming an existing document.

Chapter 3: Using Basic Text Editing

You will learn:

- Removing characters.
- Deleting/replacing selected text.
- Cutting/copying and pasting text.
- Pasting items from the clipboard toolbar.
- Using drag-and-drop editing.
- Using undo and redo.



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Chapter 4: Working with Document Views

You will learn:

- Switching document views.
- Changing document magnification.
- Displaying/hiding the horizontal ruler.
- Viewing/hiding nonprinting characters.
- Opening and switching between multiple documents.
- Displaying documents in full-screen mode.

Chapter 5: Checking Spelling and Grammar

You will learn:

- Checking spelling/grammar.
- Adding to the custom dictionary.
- Managing spelling and grammar options.
- Running the grammar checker.

Chapter 6: Using Character Formatting

You will learn:

- Formatting characters – font size, font format.
- Underlining text.
- Highlighting text.
- Copying character formatting.
- Changing character case.

Chapter 7: Using Paragraph Formatting

You will learn:

- Formatting paragraphs.
- Aligning text and paragraphs.
- Modifying paragraph spacing.
- Modifying line spacing.
- Copying paragraph formats.

Chapter 8: Using Document Formatting

You will learn:

- Formatting documents.
- Inserting/removing a page break.
- Changing the document margins.
- Changing the page orientation.
- Changing the paper size.

Chapter 9: Setting Tabs

You will learn:

- Using tab stops.
- Setting tab stops.
- Deleting and moving tab stops.
- Clearing tabs.
- Creating a leader tab.

Chapter 10: Printing

You will learn:

- Previewing a document.
- Using web page preview.
- Printing the current document.
- Printing the current page.
- Printing multiple copies.
- Printing envelopes and labels.



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