

Chapter 1: Using Editing Basics

You will learn:

- Using editing features.
- Using the shadow cursor.
- Selecting text in a document.
- Using the QuickSelect feature.
- Using the undelete feature.
- Restoring deleted text using undo.
- Using Typeover mode.
- Cutting and pasting/ copying and pasting text.
- Using the drag and drop text feature.

Chapter 2: Using Character and Text Formatting

You will learn:

- Working with formatting.
- Using bold, italics, and underline.
- Changing the font face / font size.
- Using the QuickFonts feature.
- Using QuickFormat - characters.
- Using QuickFormat - headings.
- Drop caps - creating, editing size, and disabling.
- Highlighting text.
- Changing the highlight color.
- Removing highlighting from text.
- Inserting special characters.



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Chapter 3: Using Document Formatting

You will learn:

- Using tabs.
- Clearing the default tabs.
- Creating tabs.
- Using tab settings to enter text.
- Adding tabs to a tabbed document.
- Moving a tab marker on the ruler bar.
- Clearing a tab from a document.
- Using / adjusting document.
- Changing the paper orientation.
- Working with page breaks.
- Inserting hard page breaks.

Chapter 4: Using Find and Replace

You will learn:

- Working with Find and Replace.
- Finding/replacing single occurrences.
- Finding and replacing word forms / codes.
- Using the quickfind buttons.

Chapter 5: Spell Checking a Document

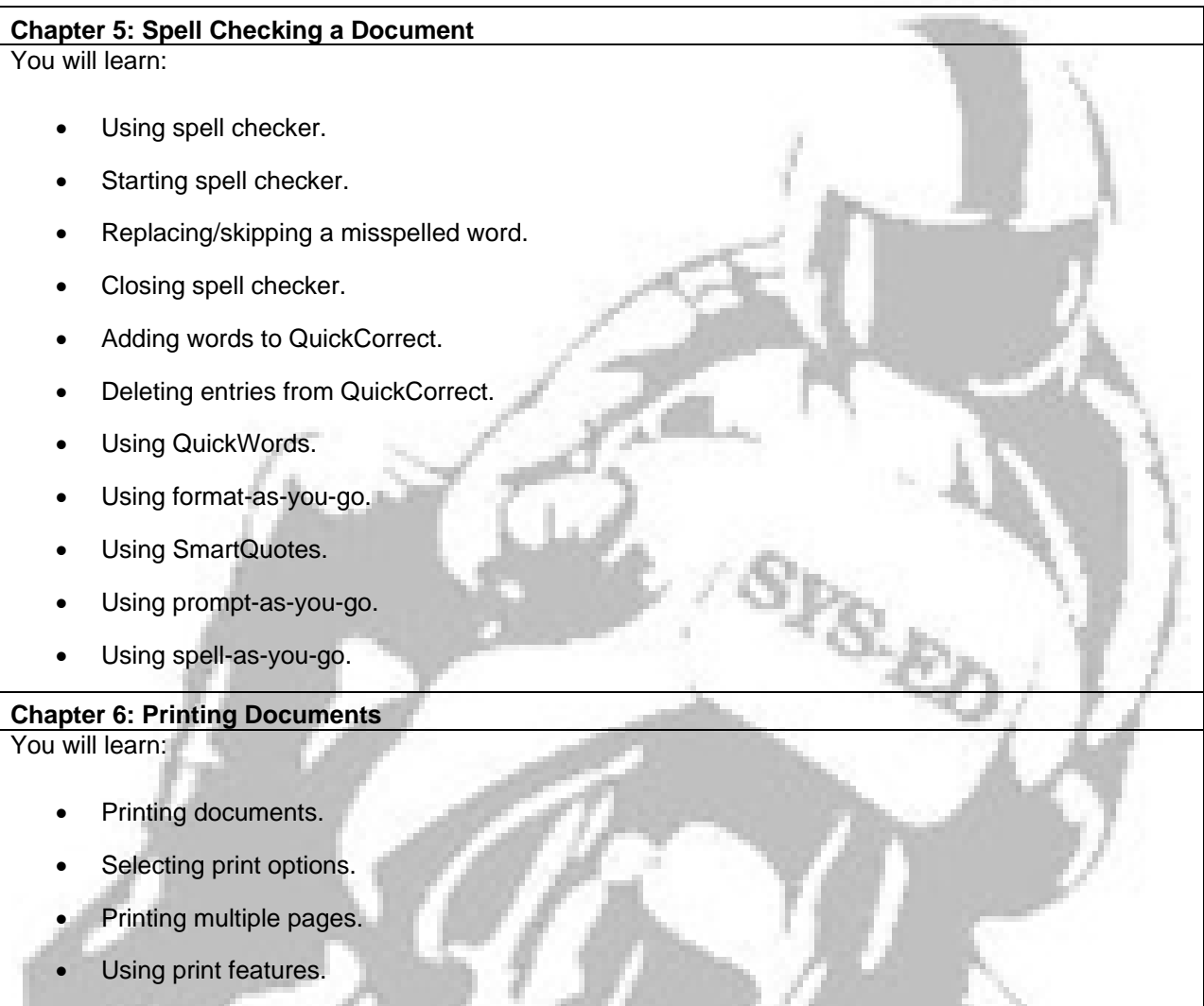
You will learn:

- Using spell checker.
- Starting spell checker.
- Replacing/skipping a misspelled word.
- Closing spell checker.
- Adding words to QuickCorrect.
- Deleting entries from QuickCorrect.
- Using QuickWords.
- Using format-as-you-go.
- Using SmartQuotes.
- Using prompt-as-you-go.
- Using spell-as-you-go.

Chapter 6: Printing Documents

You will learn:

- Printing documents.
- Selecting print options.
- Printing multiple pages.
- Using print features.



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