



Introduction To Word Training Outline

Lesson 1: Introduction

- Start Word
- Word Terminology
- Word Limitations

Lesson 2: File Operations

- New Documents
- Open Existing Documents
- Save versus Save As
- Close A Document

Lesson 3: Navigation

- Keyboard versus Mouse
- Goto
- Find Text
- Customize Keyboard Shortcuts

Lesson 4: Edit A Document

- Generate Random Text
- Select Text: Mouse versus Keyboard
- Insert Mode versus Overtyping Mode
- Dictate
- Insert Symbols
- Cut, Copy, Paste, Undo
- Drag and Drop
- Spell Check
- Replace Text

Lesson 5: Formatting Text

- Character Formatting
- Paragraph Formatting
- Styles
 - Definition
 - Apply
 - Modify
 - Create New
 - Style Inspector
 - Manage Styles

Lesson 6: Tables

- Table Terminology
- Insert Tables
- Table Options
- Insert / Delete Rows and Columns
- Straddle Headings
- Sort Table Columns
- Table Formulas and Calculations
- Table Styles
- Split a Table

Lesson 7: Page Layout

- Zoom
- Views
- Orientation
- Margins
- Vertical Alignment
- Breaks: Page, Column, Section
- Line Numbers
- Headers and Footers
- Columns
- Hyphenation
- Watermarks
- Borders
- Print
- Save As PDF