



## Word Training Outline

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### Lesson 1: Introduction

- Start Word
- Add A Shortcut To Start Word
- Word Terminology
- Word Limitations

### Lesson 2: File Operations

- New Documents
- Open An Existing Document
- Save A Document
- Close A Document

### Lesson 3: Navigate Documents

- Navigate With The Keyboard
- Navigate With The Mouse
- Go To A Specific Page
- Find A Specific Word Or Phrase
- Customize Keyboard Shortcuts

### Lesson 4: Edit A Document

- Generate Random Text
- Select Text - Keyboard And Mouse Techniques
- Typed Text - Insert Versus Overtyping Mode
- Dictate
- Insert Symbols
- Cut, Copy, Paste, and Undo
- Drag And Drop
- Spell Check
- Replace Text

### Lesson 5: Formatting

- Non Printing Characters
- Character Formats
  - Font
  - Tracking And Kerning
  - Font Size
  - Increase/Decrease Font Size
  - Change Case
  - Bold
  - Italic
  - Underline
  - Strike Through
  - Superscript And Subscript
  - Text Effects
  - Text Highlight
  - Text Color
  - Clear Formatting

### Paragraph Formats

- Alignment
- Line Spacing
- Paragraph Spacing
- Indentation
- Widows And Orphans
- Tabs
- Lists: Bullets, Numbers, Multiple Level
- Shading
- Borders
- Format Painter
- Styles
  - Apply Existing Styles
  - Modify Existing Styles
  - Create A New Style
  - Style Inspector
  - Manage Styles - Export
- Document Theme

### Lesson 6: Tables

- Table Terminology
- Create A Table
- Table Options
- Insert Or Delete Rows Or Columns
- Straddle Headings
- Sort Data In A Table
- Table Formulas
- Table Styles
- Split A Table

### Lesson 7: Page Layout

- Zoom
- Views
- New Window Arrange All
- Orientation
- Margins
- Vertical Alignment
- Page Break
- Section Breaks
- Line Numbers
- Headers And Footers
- Columns
- Hyphenation
- Watermarks
- Borders
- Printing
- Save As PDF



# Excel Class Training

## Lesson 8: Images

- Insert Pictures
- Images And Text Wrap
- Size Images
- Control The Position Of Images
- Compress An Image
- Captions
- Image Effects
- Image Alt Tags
- Charts
- Shapes
- Icons
- 3D Models
- SmartArt
- Screenshot
- Online Video
- Drop Cap
- Word Art
- Delete An Image

## Lesson 9: References

- Bookmarks
- Cross Reference
- AutoText
- Date/Time
- Footnote
- Endnote
- Citation
- Table Of Authorities
- Table Of Contents
- Index

## Lesson 10: Collaborate

- Passwords
- Comments
- Track Changes
- Compare
- Word Count
- Thesaurus
- Read Aloud
- Accessibility
- Inspect A Document
- Hyperlink

## Lesson 11: Mail Merge

- Mail Merge
- Create An Envelope Or Label

## Lesson 12: Macros

- Record A Macro
- Show The Developer Tab
- Edit A Macro
- Developer Tab Apply Template
- Developer Tab Form Controls
- XML

## Lesson 13: Word Resources

- Help
- Online Help

## Appendices

- Appendix A: Equation Editor
- Appendix B: Miscellaneous Features