

Word Level 1

Audience	This course is appropriate for those who are familiar with the personal computer and Windows. No previous knowledge of Word or word processing is required.
Description	This course uses a combination of lecture, hands on practice, and independent exercises to familiarize students with Word. The four fundamental skills in creating a document: entering text, editing, formatting, and printing will be covered.
Objectives	Upon successful completion of the class, students should be able to: <ul style="list-style-type: none">■ understand the objects on the screen and use the menu system,■ enter and edit text,■ open and save documents,■ get Help,■ use Spell Check to edit the document,■ select and delete blocks of text,■ move and copy text,■ preview and print all or a portion of a document,■ use formatting techniques to change character formats,■ change paragraph alignment and indents,■ create numbered or bulleted lists,■ create and edit text in columns using tables,■ set page margins and page breaks,■ insert headers and footers.
Length	1 day
Beyond this Level	When you have successfully completed this class, the next class you should consider is Word Level 2. It will cover templates, AutoText, styles, and advanced tables. Be sure to leave time for practice before registering for the next level.

I. Word Processing Basics

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| A. Word Processing Benefits and Features | F. Giving Commands |
| B. Starting Word | G. Saving a Document |
| C. Understanding the Screen | H. Printing a Document |
| D. Understanding Toolbars & the Task Pane | I. Closing a Document |
| E. Entering Text | J. Opening a Document |
| | K. Creating a New Document |
| | L. Using Microsoft Office Word Help |



M. Exiting Word

II. Basic Editing

- A. Using Spelling and Grammar Check
- B. Moving Around a Document
- C. Selecting Text
- D. Inserting and Replacing Text
- E. Deleting Text
- F. Undoing Actions

III. Expanded Editing Techniques

- A. Using AutoCorrect
- B. Manipulating Windows
- C. Using the Office Clipboard
- D. Moving Text
- E. Copying Text
- F. AutoFormat Basics (Optional)

IV. Previewing and Printing Documents

- A. Working in Print Layout View
- B. Previewing a Document with Print Preview
- C. Setting Print Options and Printing

V. Changing Character Appearance

- A. Understanding Character Formatting
- B. Changing Text Appearance (Toolbar)
- C. Changing Font Name and Size (Toolbar)
- D. Changing Text Appearance (Menu)

VI. Changing Paragraph Appearance

- A. Understanding Paragraph Formatting
- B. Changing Paragraph Alignment
- C. Changing Paragraph and Line Spacing
- D. Creating Paragraph Indents

F. Creating Numbered and Bulleted Lists

VII. Page Formatting

- A. Setting Page Margins
- B. Setting Page Breaks
- C. Changing Paper Size/Orientation
- D. Creating Headers & Footers

VIII. Basic Tables

- A. What is a Table?
- B. Inserting a Table
- C. Drawing a Table
- D. Using the Tables and Borders Toolbar
- E. Typing Text in a Table
- F. Selecting Text, Cells, Columns, or Rows
- G. Editing Text in a Table
- H. Inserting/Deleting Rows and Columns
- I. Adjusting Column Widths and Row Heights
- J. Formatting with Borders and Shading

Appendix

- A. Using Find and Replace
- B. Creating and Printing an Envelope
- C. Working with Smart Tags
- D. Positioning Text with Tabs

Glossary