

WORD PROCESSING--BASIC SKILLS

Working with Text

- Use the Undo, Redo, and Repeat commands
 - Apply font formats (bold, italic, and underline)
 - Use the Spelling and Grammar command
 - Use the Thesaurus
 - Insert page breaks
 - Highlight text in document
 - Insert and move text
 - Cut, copy, paste, and paste-special using the Office Clipboard
 - Copy formats using the Format Painter
 - Select and change font and font size
 - Find and replace text
 - Apply character effects (superscript, subscript, strikethrough, small caps, and outline)
 - Insert date and time
 - Insert symbols
 - Create and apply frequently used text with AutoCorrect
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- Set margins
 - Create and modify page numbers
 - Create and modify headers and footers
 - Align text vertically
 - Create and use newspaper columns
 - Revise column structure
 - Prepare and print envelopes and labels
 - Apply styles
 - Create sections with formatting that differs from other sections
 - Use Click and Type

Managing Files

- Use save
- Use Save As (different name, location, or format)
- Create a folder
- Create a new document using a wizard
- Save as Web Page
- Use templates to create a new document
- Create Hyperlinks

Working with Paragraphs

- Align text in paragraphs (center, left, right, and justified)
- Add bullets and numbering
- Set character, line, and paragraph spacing options
- Apply borders and shading to paragraphs
- Use indentation options (left, right, first line, and hanging indent)
- Use Tabs command (center, decimal, left, and right)
- Create an outline-style numbered list
- Set tabs with leaders

Working with Documents

- Print a document
- Use print preview
- Use Web Page Preview
- Navigate through a document
- Insert page numbers
- Set page orientation
- Use the Microsoft Office Assistant
- Send a Word document via e-mail

Using Tables

- Create and format tables
- Add borders and shading to tables
- Revise tables (insert and delete rows and columns and change cell formats)
- Modify table structure (merge cells, change height, and width)
- Rotate text in a table

Working with Pictures and Charts

- Use the drawing toolbar
- Insert graphics into a document (WordArt, clip art, and images)
- Use text wrapping options