

Module 1 – Part 1: Navigating in Microsoft Word

- The Word Window
- Using the Ribbon and Quick Access Toolbar
- Opening a Document
- Keystrokes for Document Navigation

Module 1 – Part 2: Creating a Letter

- Starting a New Document
- Adding Today's Date
- Typing the Letter
- Saving Your Work
- Auto Spell, Grammar Checker and the Thesaurus
- Editing Text
- Using Undo and Redo
- Previewing and Printing

Module 2 – Character and Paragraph Formatting

- Techniques for Selecting Text
- Italic, Bold, Underline and More
- Changing Font Size, Type, Color, and other Attributes
- Alignment and Justification
- Using Indent, Numbering, and Bullets
- Adding a Border
- Setting Tabs

Module 3 – Designing Tables

- What is a Table?
- Changing Margins and Page Orientation
- Creating Tables
- Navigating in Tables
- Adding Text to Tables
- Resizing Columns
- Inserting Rows and Columns
- Borders and Shading

Module 4 – Putting It All Together

- Writing a Memo with Tabs
- Writing a Memo with a Table
- Learning Copy and Paste
- Using QuickParts & Building Blocks