



Word Elementary Outline

- **Getting Started with Word**

- Starting Word
- Word Opening Screen
- Quick Access Toolbar
- Ribbons and Tabs
- Scroll Bars
- The Status Bar
- Help
- SpeedKeys
- Exiting Word

- **Creating Documents**

- Creating a New Document
- Normal template
- Entering Text
- Saving Documents
- Saving Files Automatically
- Closing a Document
- Opening an Existing Document

- **Editing Documents**

- Document Views
 - To select a document view
 - Full Screen view
 - Moving the Insertion Point
 - Using Click-and-Type
- Scrolling
- Selecting Text
- Insert and Overtyping
- Deleting Text
- Undoing Incorrect Edits
- Redoing and Repeating Edits
- Text Formatting
- Aligning Paragraphs
- Case Conversion

- **Working with Fonts**

- Formatting
- The Font Dialogue Box
- The Format Painter

- **Working with Paragraphs and Margins**

- Paragraphs
- Line Spacing
- Setting Page Margins
- Setting Tabs
- Removing Paragraph Formats

- **Viewing and Printing Documents**

- Landscape Printing and Paper Size
- Zoom
- Print Preview
- Printing
- Page Breaks

- **Moving and Copying Text**

- Moving Text (Cut-and-Paste)
- Copying Text (Copy-and-Paste)
- Using the Paste Options Icon
- Using the Office Clipboard
- Using Drag-and-Drop
- Opening a Second Document

- **Additional Features**

- Applying Bullets to Text
- Applying Automatic Numbering
- SpellCheck
- Automatic Spell Checking