



Word XP (2002): Level 1

Instructor: Dan Schluckbier

Lesson 1: Creating a Document

- Enter Text
- Save a Document
- Use Automatic Text Features
- Obtain Online Help

Lesson 2: Editing Text

- Open an Existing Document
- Delete Blocks of Text
- Move and Copy Text
- Copy Multiple Items

Lesson 3: Formatting Text

- Apply Character Formats
- Change the Font and Font Size
- Add Highlighting and Color to Text
- Copy Text Formatting
- Paste Options

Lesson 4: Formatting Paragraphs

- Change Paragraph Alignment
- Change Line Spacing Within a Paragraph
- Add a Border and Shading to a Paragraph
- Set a Custom Tab
- Add Indents
- Create Numbered and Bulleted Lists
- Create an Outline Numbered List

Lesson 5: Adding Tables

- Create a Table
- Change Table Structure
- Add Table Borders and Shading
- AutoFormat a Table

Lesson 6: Using Word Timesavers

- Create a New Document Using a Template
- Create a New Document Using a Wizard
- Insert a Symbol
- Insert the Date or Time
- Find and Replace Text
- Check Spelling and Grammar
- Replace a Word Using the Thesaurus

Lesson 7: Setting Page Display and Printing Options

- Preview a Document
- Set the Page Orientation
- Create Headers and Footers
- Change Margins
- Insert a Page Break
- Align Text on a Page
- Print a Document

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please call 989.797.4075.**