

# **WORD X LEVEL 1 OUTLINE**

COURSE REQUIREMENTS  
COMPONENTS OF THE MANUAL  
TRAINING FILES  
WHAT'S NEW IN WORD X FOR MACINTOSH?

## **LESSON 1 - WORD BASICS**

- 1.1 STARTING WORD
- 1.2 THE WORD ENVIRONMENT
- 1.3 OPENING AN EXISTING DOCUMENT
- 1.4 ENTERING TEXT INTO A DOCUMENT
- 1.5 CORRECTING MISTAKES
- 1.6 NAVIGATING A DOCUMENT
- 1.7 CREATING A NEW DOCUMENT
- 1.8 SAVING A DOCUMENT
- 1.9 MOVING BETWEEN DOCUMENTS
- 1.10 CLOSING A DOCUMENT AND EXITING MICROSOFT WORD

LAB 1 – ON YOUR OWN

## **LESSON 2 - EDITING TEXT**

- 2.1 SELECTING TEXT
- 2.2 COPYING AND PASTING TEXT
- 2.3 CUTTING AND PASTING TEXT
- 2.4 USING DRAG-AND-DROP
- 2.5 USING THE OFFICE CLIPBOARD
- 2.6 FINDING AND REPLACING TEXT
- 2.7 CHECKING SPELLING AND GRAMMAR
- 2.8 INSERTING SYMBOLS
- 2.9 USING UNDO AND REDO

LAB 2 – ON YOUR OWN

## **LESSON 3 - FORMATTING TEXT**

- 3.1 USE THE FORMATTING TOOLBAR
- 3.2 USING THE FORMATTING PALETTE
- 3.3 USING THE FONT DIALOG BOX
- 3.4 USING FORMAT PAINTER
- 3.5 USING CHARACTER EFFECTS
- 3.6 USING ANIMATION EFFECTS
- 3.7 ADDING A DROP CAP
- 3.8 INSERTING THE DATE AND TIME

LAB 3 – ON YOUR OWN

## **LESSON 4 - WORKING WITH PARAGRAPHS**

- 4.1 ADDING BORDERS TO A PARAGRAPH
  - 4.2 ADDING SHADING TO A PARAGRAPH
  - 4.3 ALIGNING TEXT
  - 4.4 ADJUSTING LINE SPACING
  - 4.5 ADJUST SPACING BETWEEN PARAGRAPHS
  - 4.6 INDENTING PARAGRAPHS
  - 4.7 SETTING TABS WITH THE RULER
  - 4.8 CHANGING TABS
  - 4.9 SETTING TABS USING THE TABS DIALOG BOX
  - 4.10 CREATING A BULLETED LIST
  - 4.11 CREATING A NUMBERED LIST
  - 4.12 CREATING A HANGING INDENT
- LAB 4 – ON YOUR OWN

## **LESSON 5 - WORKING WITH PAGES**

- 5.1 CREATING A HEADER AND FOOTER
  - 5.2 MODIFYING A HEADER AND FOOTER
  - 5.3 SETTING MARGINS
  - 5.4 SETTING PAGE ORIENTATION
  - 5.5 SETTING PAPER SIZE
  - 5.6 INSERTING/MODIFYING PAGE NUMBERS
  - 5.7 INSERTING AND REMOVING PAGE BREAKS
  - 5.8 PREVIEWING A DOCUMENT
- LAB 5 – ON YOUR OWN

## **LESSON 6 - PRINTING A DOCUMENT**

- 6.1 SETTING PRINTER OPTIONS
  - 6.2 PRINTING AN ENVELOPE
  - 6.3 PRINTING LABELS
- LAB 6 – ON YOUR OWN
- INDEX**