MOUSELITERATE

Word Introduction Course Outline

A basic understanding of PCs and familiarity with the layout of a PC style keyboard, mouse and Windows is required.

Session One

Creating a Document

- ☐ Explore the User Interface and the Ribbon
- ☐ Customise the Quick Access Toolbar
- ☐ Start a new document
- ☐ Enter text
- ☐ Insert the date and time
- ☐ Use Save and Save As
- ☐ Locate and open an existing document
- ☐ Delete a document
- ☐ Create a new folder

Editing a Document

- ☐ Navigate through a document
- ☐ Insert, delete and rearrange text
- ☐ Use Undo and Redo
- ☐ Insert symbols and special characters
- ☐ Use the automatic spelling checker

Moving and Copying Text

- ☐ Cut, Copy and Paste using the Office Clipboard
- ☐ Use the Paste Options smart tag to change the format of pasted text
- ☐ Use drag-and-drop to move and copy text
- ☐ Use Paste Special to paste data in a particular format
- ☐ Open more than one document
- ☐ Copy data from one document to another

Session Two

Working with Margins and Paragraphs

- ☐ Setting Page Margins
- ☐ Align text in paragraphs
- ☐ Set line and paragraph spacing options
- ☐ Change tab stop settings
- ☐ Set tabs with leaders
- ☐ Paragraph spacing
- ☐ Remove paragraph formats

Formatting Paragraphs

- ☐ Select and change font, font formatting and font size
- ☐ Set character spacing options
- ☐ Copy formats using the Format Painter
- ☐ Apply styles

Viewing and Printing Documents

- ☐ Set page orientation and paper size
- ☐ Align text vertically
- ☐ Insert page breaks
- ☐ Use Print Preview
- ☐ Print a document
- ☐ Print the current page or a range of pages

Bullets and Numbering

- ☐ Start a bulleted or numbered list automatically
- ☐ Add bullets and numbering to a list
- ☐ Change the appearance of bullet characters
- ☐ Create an outline numbered list
- ☐ Renumber and customise lists

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