

Word Orientation

1. Starting Word
2. The Word Screen
3. Using Menu Commands
4. Using Keyboard Shortcuts
5. Using The Toolbars
6. Using ShortCut Menus
7. Using The Ruler
8. The Status Bar
9. Exiting Word

Working With A Document

1. Opening A Document
2. Navigating With The Keyboard
3. Scrolling Through A Document
4. Document Views
5. Page Zooming
6. Simple Editing
7. Formatting Marks
8. Saving A Document
9. Print Preview
10. Printing A Document
11. Closing A Document

Creating A Document

1. Creating A Blank Document
2. Typing Text
3. Typing Numbers
4. Inserting A Date
5. Spelling And Grammar Checking
6. Saving A New Document
7. Creating A Document Based On A Template

Working With Text

1. Selecting Text Using The Mouse
2. Selecting Text Using The Keyboard
3. Insert And Overtyping Modes
4. Deleting Text
5. Cutting And Pasting
6. Copying And Pasting
7. Find And Replace
8. Using Undo

Formatting Text

1. Formatting Essentials
2. Toolbar Formatting
3. Quick Alignment
4. Instant Bullets
5. Instant Numbers
6. Increase Indent
7. Decrease Indent
8. Quick Fonts
9. Changing The Text Colour
10. Using The Format Painter
11. Line Spacing
12. Paragraph Spacing

Working With Tabs

1. Using Default Tabs
2. Setting Tabs On The Ruler
3. Modifying Tabs On The Ruler
4. Using The Tabs Dialog Box
5. Tab Leaders

Creating Tables

1. Creating A Table
2. Adding Data To A Table
3. Inserting Columns And Rows
4. Deleting Columns And Rows
5. Changing Column Widths
6. Shading And Colouring Cells
7. Modifying Borders
8. AutoFormatting A Table