Word Level 1 Online Module

Detailed Content

Working with Documents

Open a word processing application.
Close a word processing application.
Open documents.
Close documents.
Create a new document based on default template.
Create a new document based on default fax template.
Create a new document based on default memo template.
Create a new document based on default agenda template.
Save a document to a location on a drive.
Save a document under another name to a location on a drive.
Save a document as another file type.
Save a document as another word version.
Switch between open documents.

Enhancing Productivity

Set basic options
Set basic preferences
Set a default folder to open spreadsheets.
Set a default folder to save spreadsheets.
Use available Help functions
Use magnification/zoom tools
Display, hide built-in toolbars.
Restore, minimize the ribbon.

Enter Text

Switch between page views modes.
Enter text into a document.
Insert symbols or special characters like: ©, ®, ™.

Select, Edit

Display hide non-printing formatting marks like.
Select character, word, line, sentence, paragraph, entire body text.
Edit content by entering words within existing text.
Edit content by removing characters.

Edit content by overtyping to replace existing text.
Use a simple search command for a specific word, phrase.
Use a simple replace command for a specific word, phrase.
Copy, move text within a document, between open documents.
Delete text.
Use the undo, redo command.

Text

Change text formatting: font sizes, font types.
Apply text formatting: bold, italic, underline.
Apply text formatting: subscript, superscript.
Apply different colours to text.
Apply case changes to text.
Apply automatic hyphenation.

Paragraphs

Create, merge paragraph(s).
Insert, remove soft carriage return (line break).
Use align, indent, and tab tools rather than inserting spaces.
Align text left, centre, right and justified.
Indent paragraphs: left, right, first line.
Set, remove and use tabs: left, centre, right, decimal.
Apply spacing between paragraphs.
Apply spacing above, below paragraphs.
Apply single, 1.5 lines, double line spacing within paragraphs.
Add, remove bullets, numbers in a single level list.
Switch between different standard bullets, number styles in a single level list.
Add a box border and shading/background colour to a paragraph.

Styles

Apply an existing character style to selected text.
Apply an existing paragraph style to one or more paragraphs.
Use copy format tool.

Table Creation

Create a table ready for data insertion.
Insert, edit data in a table.
Select rows, columns, cells, entire table.
Insert rows and columns.
Delete rows and columns.

Table Formatting

Modify column width, row height.
Modify cell border line style, width, and colour.
Add shading/background colour to cells.

Graphical Objects

Insert an object (picture, image, chart, drawn object) to a specified location in a document.
Select an object.
Copy, move an object within a document, between open documents.
Resize, delete an object.

Preparation

Open, prepare a document, as a main document for a mail merge.
Select a mailing list, other data file, for use in a mail merge. Insert data fields in a mail merge main document (letter, address labels).

Outputs

Merge a mailing list with a letter, label document as a new file or printed output.
Print mail merge outputs: letters, labels.

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Setup

Change document orientation: portrait, landscape. Change paper size.
Change margins of entire document.
Insert a page break.
Delete a page break in a document.
Add, edit text in headers, footers.
Add fields in headers, footers: date, page number information, file name.
Apply automatic page numbering to a document.

Check and Print

Spell check a document and make changes.
Correct spelling errors.
Delete repeated words.
Add words to a built-in custom dictionary using a spell checker.
Preview a document.
Print a document from an installed printer using output options like: entire document, specific pages, number of copies.