



Course Outline

Word - Basics

Versions 2007/2010/2013/2016



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Program Objectives: Students will learn the basic skills necessary to create, edit, and format documents using Microsoft Word.

- ◆ Defining Word Processing
- ◆ Typing Tips
- ◆ Word Screen
- ◆ Menu Bar
- ◆ Pull-Down Menu Conventions
- ◆ Standard/Formatting Toolbars
- ◆ Ruler Bar
- ◆ Task Pane
- ◆ Changing Fonts and Point Sizes
- ◆ Changing Other Type Styles
- ◆ Status Bar
- ◆ Zoom Control
- ◆ Mouse Pointer Shapes
- ◆ Changing View Modes
- ◆ Help Feature
- ◆ Saving a Document
- ◆ Opening a Document
- ◆ Save As Feature
- ◆ Save Vs. Save As
- ◆ Starting a New Document
- ◆ Switching Between Documents
- ◆ Closing a File
- ◆ Insert Vs. Overstrike Modes
- ◆ Correcting Errors in the File
- ◆ Undo Feature
- ◆ Moving Around the Word Screen
- ◆ Enhancing the File Appearance
- ◆ Selecting Text to Change
- ◆ Formatting a Document
- ◆ Bold Text
- ◆ Italicizing Text
- ◆ Underlining Text
- ◆ Double Underlining Text
- ◆ Changing Word Case
- ◆ Justification
- ◆ Line Spacing
- ◆ Moving Text
- ◆ "Piggyback" Clipboard
- ◆ Copying Text
- ◆ Inserting the System Date
- ◆ Setting Margins
- ◆ Ending a Page
- ◆ Hard Page Break
- ◆ Spell Checker
- ◆ Print Preview
- ◆ Printing a Document
- ◆ Auto Text Feature
- ◆ Setting Tabs
- ◆ Quick Lesson in Graphics
- ◆ Exiting From Word

Course Prerequisite

Must have Windows and mouse proficiency

(4 CPE Credits)