

Word: Module I

This instructor-led course presents the basic concepts of Word. Students will be introduced to Word features and the steps required to use the features correctly. The Learning Guide includes a CD containing the exercise files used in class.

Course Length: 1 day

Prerequisites: General knowledge of Windows

What's in Word: Module I?

This course teaches students how to create and save documents, edit documents, manipulate text, format text and paragraphs, find and replace text, and use proofing tools.

Why do I need Word: Module I?

- ✓ Provides skills necessary to become MOUS certified.
- ✓ Provides students with an overview of Word features.
- ✓ Provides hands-on experience using Word.

Course Outline**Lesson 1: *Getting Started with Word***

- ✓ Using the Office Assistant
- ✓ Using Toolbars and Menus
- ✓ Opening and Viewing Documents
- ✓ Closing Documents and Exiting Word

Lesson 2: *Creating, Saving, and Printing Documents*

- ✓ Creating Documents
- ✓ Saving Documents
- ✓ Using Versioning
- ✓ Previewing and Printing Documents

Lesson 3: *Editing Documents*

- ✓ Finding Documents
- ✓ Navigating Through Documents
- ✓ Editing Text
- ✓ Using Repeat, Undo and Redo

Lesson 4: *Moving and Copying Text*

- ✓ Selecting Text
- ✓ Moving and Copying Text

Lesson 5: *Using Automatic Text Features*

- ✓ Using AutoText and AutoComplete
- ✓ Using AutoCorrect

Lesson 6: *Formatting Text*

- ✓ Using the Formatting Toolbar
- ✓ Using AutoFormat As You Type
- ✓ Using the Format Painter

Lesson 7: *Formatting Paragraphs*

- ✓ Setting Margins
- ✓ Setting Hyphenation
- ✓ Changing Line and Paragraph Spacing
- ✓ Changing Character Spacing
- ✓ Setting Tabs
- ✓ Indenting Paragraphs
- ✓ Displaying/Hiding Nonprinting Characters

Lesson 8: *Formatting Documents*

- ✓ Controlling Text Flow
- ✓ Aligning Text on a Page
- ✓ Changing Page Orientation

Lesson 9: *Finding and Replacing Text*

- ✓ Finding Text
- ✓ Replacing Text
- ✓ Finding and Replacing Word Forms
- ✓ Using the Go To Feature

Lesson 10: *Using Proofing Tools*

- ✓ Checking Spelling and Grammar
- ✓ Using the Thesaurus