

Word 2010/2013 Creating Basic Documents

Audience	This course is appropriate for those who are familiar with Windows. No previous knowledge of Word or word processing is required.
Description	This course uses a combination of lecture, hands on practice, and independent exercises to familiarize students with some of the basic Word document creation techniques. The four fundamental skills in creating a document: entering text, editing, formatting, and printing are covered.
Objectives	Upon successful completion of the class, students should be able to: <ul style="list-style-type: none">■ Understand the objects on the screen and use the Ribbon■ Enter and edit text■ Open and save documents■ Get Help■ Use Spell Check to edit the document■ Select and delete blocks of text■ Move around the document■ Preview and print all or a portion of a document■ Move and copy text■ Use formatting techniques to change character formats■ Change paragraph alignment and indents■ Create numbered or bulleted lists■ Set page margins and page breaks■ Insert headers and footers
Length	½ day (3.5 hours)

I. Word Processing Basics

- A. Word Processing Benefits and Features
- B. Starting Word
- C. Understanding the Screen
- D. Giving Commands
- E. Entering Text
- F. Saving a Document
- G. Printing a Document
- H. Sending a Document as an Email
- I. Closing a Document
- J. Opening a Document

K. Creating a New Document

- L. Using Microsoft Office Word Help
- M. Exiting Word

II. Basic Editing

- A. Using Spelling and Grammar Check
- B. Moving Around a Document
- C. Selecting Text
- D. Typing and Replacing Text
- E. Deleting Text
- F. Undoing Actions



**III. Changing Character Appearance
(no independent exercises)**

- A. Understanding Character Formatting
- B. Formatting with the Ribbon
- C. Formatting with the Mini Toolbar (optional)
- D. Formatting with the Font Dialog Box (optional)

IV. Changing Paragraph Appearance

- A. Formatting Characters (Ribbon and dialog box)
- B. Changing Paragraph Alignment
- C. Changing Paragraph and Line Spacing
- D. Creating Paragraph Indents
- E. Creating Numbered and Bulleted Lists

V. Page Formatting

- A. Setting Page Margins
- B. Setting Page Breaks
- C. Changing Paper Size and Orientation
- D. Creating Headers and Footers