



I. Lesson 1: Introduction

- A. Start Word
- B. Add A Shortcut To Start Word
- C. Word Terminology
- D. Word Limitations

II. Lesson 2: File Operations

- A. New Documents
- B. Open An Existing Document
- C. Save A Document
- D. Close A Document

III. Lesson 3 Navigate

- A. Go To A Specific Page
- B. Find A Specific Word or Phrase
- C. Customize Keyboard Shortcuts

IV. Lesson 4: Edit

- A. Generate Random Text
- B. Select Text
- C. Type Text - Insert Mode vs. Overtyping Mode
- D. Insert Symbols
- E. Cut, Copy, Paste, and Undo
- F. Drag and Drop
- G. Spell Check
- H. Replace Text

V. Lesson 5: Formatting

- A. Non Printing Characters
- B. Character Formats
 - 1. Font
 - 2. Tracking and Kerning
 - 3. Font Size
 - 4. Increase / Decrease Font Size
 - 5. Change Case
 - 6. Bold
 - 7. Italic
 - 8. Underline
 - 9. Strike Through
 - 10. Superscript and Subscript
 - 11. Text Effects
 - 12. Text Highlight
 - 13. Text Color
 - 14. Clear Formatting
- C. Paragraph Formats
 - 1. Alignment
 - 2. Line Spacing
 - 3. Paragraph Spacing
 - 4. Indentation
 - 5. Widows and Orphans
 - 6. Tabs
 - 7. Lists: Bullets, Letters/Numbers, Multiple Level
 - 8. Bullet Lists
 - 9. Numbered Lists
 - 10. Multilevel Lists
 - 11. Shading
 - 12. Borders
 - 13. Format Painter



- D. Styles
 - 1. Apply an Existing Style
 - 2. Modify an Existing Style
 - 3. Create a New Style
 - 4. Style Inspector
 - 5. Manage Styles - Export To Other Documents

VI. Lesson 6: Tables

- A. Table Terminology
- B. Create A Table
- C. Table Options
- D. Insert or Delete Rows or Columns
- E. Straddle Headings
- F. Sort Data In A Table
- G. Table Formulas Perform Calculations
- H. Table Styles
- I. Split A Table

VII. Lesson 7: Layout

- A. Zoom
- B. Views
- C. Orientation
- D. Margins
- E. Vertical Alignment
- F. Page Break
- G. Section Breaks
- H. Line Numbers
- I. Headers and Footers
- J. Columns
- K. Hyphenation
- L. Watermarks
- M. Borders

- N. Printing
 - 1. Save As PDF

Lesson 8: Images

- A. Insert Pictures
 - 1. Images and Text Wrap
 - 2. Size Images
 - 3. Control the Position of Images
 - 4. Compress An Image
 - 5. Caption
 - 6. Image Effects
- B. Charts
- C. Shapes
- D. Icons
- E. 3D Models
- F. SmartArt
- G. Screenshot
- H. Online Video
- I. Drop Cap
- J. Word Art
- K. Delete An Image

VIII. Lesson 9: References

- A. Bookmarks
- B. Cross Reference
- C. AutoText
- D. Date/Time
- E. Footnote
- F. Endnote
- G. Citation
- H. Table of Authorities
- I. Table of Contents
- J. Index



Lesson 10: Collaboration

- K. Passwords
- L. Comments
- M. Track Changes
- N. Compare

IX. Lesson 11: Mail Merge

- A. Create A Single Envelope Or Label

X. Lesson 12: Macros

- A. Record A Macro
- B. Show The Developer Tab
- C. Edit A Macro

XI. Lesson 13: Resources