

Microsoft Word

Basic User



Select Text Effectively

- select a word
- select several words
- select a line
- select a paragraph
- select a sentence
- select non-adjacent text
- select all text

Format Text and Paragraphs

- use the Strikethrough tool
- use the Superscript tool
- use the Text Effects tool
- use the Text Highlight Color tool
- use the Change Case tool
- use the Clear All Formatting tool
- use the Alignment tools
- use the Line and Paragraph Spacing tool
- use the Shading tool
- use the Borders tool
- use the Bullets tool
- use the Numbering tool
- Increase / decrease left indent
- Increase / decrease right indent
- use the Format Painter tool to apply formatting to words
- use the Format Painter tool to apply formatting to paragraphs

Use Tools to Insert Text

- use the Find tool
- use the Replace tool
- use the Editor to check spelling and grammar
- use the Thesaurus tool
- use the Symbol tool
- change AutoCorrect options
- copy and paste text within a document
- copy and paste text to a different document
- cut and paste text within a document
- cut and paste text to a different document
- use the mouse to move text
- use the clipboard
- insert / edit / remove a website hyperlink
- insert / edit / delete a comment

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Work with Tabs

- set a left tab
- remove a tab
- move a tab
- set a decimal tab
- use the Format Painter tool to copy tab formatting

Insert and Modify Tables

- insert a table
- apply a table style
- change column width / row height
- select cells / rows / columns
- select entire table
- use the Split Cells tool
- use the Merge Cells tool
- use the Text Direction tool
- remove / apply borders

Insert and Modify Graphics

- resize / move / delete a shape
- insert a shape
- add text to a shape
- remove a fill colour from a shape
- remove an outline from a shape
- insert a text box
- insert / format a SmartArt graphic
- modify SmartArt graphic content

Insert and Modify Pictures

- insert / resize / delete a picture
- use the Layout Options tool
- use the Crop tool
- apply a picture style
- insert a picture into a table

Prepare Documents for Distribution

- save a document as a PDF
- print a selection
- print the current page
- print specific pages
- print 2 pages per sheet
- change orientation
- change margins
- Insert a text header / text footer
- insert page numbering in a header or footer
- insert a file path in a header or footer
- insert a picture file in a header or footer