Contents

Getting Started With Word
- Starting Word in Windows
- Starting Word From the Windows Start Screen
- Starting Word From the Desktop
- Understanding the Start Screen
- Creating a New Blank Document
- The Word Screen
- How Microsoft Word Works
- Using the Ribbon
- Showing and Collapsing the Ribbon
- Understanding the Backstage View
- Accessing the Backstage View
- Using Shortcut Menus
- Understanding Dialog Boxes
- Launching Dialog Boxes
- Understanding the Quick Access Toolbar
- Adding Commands to the QAT
- Understanding Document Views

Your First Document
- Creating Documents in Word
- Typing Text
- The Save As Place
- The Save As Dialog Box
- Saving a New Document on Your Computer
- Typing Numbers
- Inserting a Date
- Document Proofing
- Checking Spelling and Grammar
- Making Basic Changes
- Saving an Existing Document
- Printing a Document
- Safely Closing a Document

Working With a Document
- The Open Place
- The Open Dialog Box
- Opening an Existing Document
- Navigating With the Keyboard
- Scrolling Through a Document
- Page Zooming
- Viewing the Ruler
- Showing Paragraph Marks
- Counting Words

Viewing Documents
- Viewing Multiple Pages
- Viewing Page Width
- Viewing 100 Percent
- Splitting the Window
- Opening a New Window
- Understanding Document Views
- Changing Document Views
- Understanding Read Mode
- Viewing a Document in Read Mode
- Viewing Gridlines

Working With Text
- Techniques for Selecting Text
- Selecting Text Using the Mouse
- Selecting Text Using the Keyboard
- Editing Text in Insert Mode
- Editing Text in Overtype Mode
- Deleting Text
- Using Undo
- Using Redo
- Using Repeat
- Using Click and Type
- Inserting Symbols and Special Characters
- Understanding Find and Replace
- Finding Words
- The Find and Replace Dialog Box
- Replacing Words
- Performing Advanced Searches
- Using Go To

Text Appearance
- Understanding Font Formatting
- Understanding Font Formatting Tools
- Working With Live Preview
- Changing Fonts
- Changing Font Size
- Increasing and Decreasing Font Size
- Making Text Bold
- Italicising Text
- Underlining Text
- Applying Strikethrough
- Subscripting Text
- Superscripting Text
- Highlighting Text
- Changing Case
- Changing Text Colour

Working With Paragraphs
- Understanding Paragraph Formatting
- Understanding Text Alignment
- Changing Text Alignments
- Changing Line Spacing
- Changing Paragraph Spacing
- Indenting Paragraphs
- Outdenting Paragraphs
- Starting a Bulleted List
- Adding Bullets to Existing Paragraphs
- Removing Existing Bullets
- Starting a Numbered List
- Numbering Existing Paragraphs
- Creating a Multilevel List
- Removing Existing Numbers
- Borders and Shading Dialog Box
- Shading Paragraphs
- Applying Borders to Paragraphs
- The Paragraph Dialog Box Indents and Spacing
- The Paragraph Dialog Box Line and Page Breaks
- Using the Paragraph Dialog Box

Working With Pages
- Changing Page Margins
- Setting Custom Margins
- Changing Page Orientation
- Changing Paper Sizing
- Setting Custom Paper Sizes
- Inserting Page Breaks
- Removing Page Breaks
- Inserting Page Numbers
- Formatting Page Numbers
- Removing Page Numbers

Tabs
- Using Default Tabs
- Setting Tabs on the Ruler
- Modifying Tabs on the Ruler
- Setting Tabs in the Tabs Dialog Box
- Setting Tab Leaders
- Setting Bar Tabs
- Setting Mixed Tabs
Microsoft Word
Level 1 - Beginner

Removing Tabs

Tables
Understanding Tables
Creating a Table
Adding Data to a Table
Selecting in Tables Using the Ribbon
Selecting in Tables Using the Mouse
Inserting Columns and Rows
Deleting Columns and Rows
Changing Column Widths
Changing Row Heights
Autofitting Columns
Shading Cells
Modifying Borders
Adding Custom Borders
Choosing a Table Style

Clip Art and Pictures
Understanding Clip Art and Pictures
Inserting Clip Art
Selecting Clip Art
Applying Text Wrapping Styles
Positioning Clip Art
Resizing Clip Art
Applying Picture Styles to Clip Art
Resetting Clip Art
Deleting Clip Art

Performing a Mail Merge
Understanding Mail Merge
Understanding the Mail Merge Process
Creating a Recipient List
Creating the Starting Document
Starting the Mail Merge Wizard
Selecting a Recipient List
Inserting Mail Merge Fields
Previewing the Merged Documents
Completing the Merge

Printing Your Documents
Understanding Printing
Previewing Your Document
Quick Printing
Selecting a Printer
Printing the Current Page
Specifying a Range of Pages
Specifying the Number of Copies

Getting Help
Understanding How Help Works
Accessing the Help Window

Navigating the Help Window
Using the Office Website
Googling Help
Printing a Help Topic

A Guide to Brilliant Documents
Meeting Organisational Requirements
The Four Pillars of Great Design
Perfect Page Layouts
Make It Readable
Pictures Tell a Story
The Tips and Traps of Writing