

## ■ Word Environment:

- Get an overview of the Word environment, including mouse and keyboard navigation techniques
- Navigate using the Document Map and Select Browse Object button
- Adjust Personalised Menus & View, dock, float and add/remove buttons to toolbars

## ■ Enter Text:

- Select, edit, copy and move text using different techniques
- Insert symbols and special characters
- Locate and modify text with the Find, Replace and Go To Commands
- Check the document's spelling and grammar

## ■ Add Tables:

- Create new tables using different methods
- Format and modify the table

## ■ Format Text:

- Apply and modify different styles and formats to text
- Add drop caps to paragraphs and use the Change Case Command
- Quickly format the overall appearance of a document using AutoFormat

## ■ Format Paragraphs:

- Format paragraph alignment, pagination and line spacing
- Set basic tabs and indents
- Create bulleted and numbered lists
- Add borders and shading to paragraphs

## ■ Format Documents:

- Add page borders
- Format a document's background and add a watermark

## ■ File Management:

- Open and save files in other formats and templates
- Construct documents using wizards
- Save a document as an email attachment

## ■ Printing & Page Setup:

- Experiment with printing and page setup options
- Add AutoText, page details and dates and times to headers and footers
- Set page breaks
- Print Preview documents