



Word – Introduction Accelerated

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Working with Text

- Positioning the Insertion Point
- Selecting Text
- Inserting, Replacing, and Deleting Text
- Changing Character Attributes
- Using AutoCorrect

Revising Documents

- Copying and Moving Text
- Using Undo and Redo

Using Document Tools

- Checking Spelling and Grammar
- Using Spelling and Grammar Shortcut Menus

Working with Special Features

- Creating Bulleted and Numbered Lists
- Modifying Bulleted and Numbered Lists
- Creating a Numbered Outline

Formatting Paragraphs

- Changing the Line Spacing
- Aligning Text
- Indenting Text
- Setting Tabs

Working with Pages and Views

- Working with Views
- Inserting Page Breaks
- Changing Margins
- Creating Page Numbers

Printing Documents

- Using Print Preview
- Printing a Document