

## Working with Text

- ▮ Use the Undo, Redo, and Repeat commands
- ▮ Apply font formats (bold, italic, and underline)
- ▮ Use the Spelling and Grammar command
- ▮ Use the Thesaurus
- ▮ Insert page breaks
- ▮ Highlight text in document
- ▮ Insert and move text
- ▮ Cut, copy, paste, and paste special using the Office Clipboard
- ▮ Copy formats using the Format Painter
- ▮ Select and change font and font size
- ▮ Find and replace text
- ▮ Apply character effects (such as superscript, subscript, small caps, and outline)
- ▮ Insert date and time
- ▮ Insert symbols
- ▮ Create and apply frequently used text with AutoCorrect

## Working with Paragraphs

- ▮ Align text in paragraphs (center, left, right, and justified)
- ▮ Add bullets and numbering
- ▮ Set character, line, and paragraph spacing options
- ▮ Apply borders and shading to paragraphs
- ▮ Use indentation options (left, right, first line, and hanging indent)
- ▮ Use Tabs command (center, decimal, left, and right)
- ▮ Create an outline-style numbered list
- ▮ Set tabs with leaders

## Using Tables

- ▮ Create and format tables
- ▮ Add borders and shading to tables
- ▮ Revise tables (insert and delete rows and columns and change cell formats)
- ▮ Modify table structure (merge cells, change height, and width)
- ▮ Rotate text in a table

## Working with Documents

- ▮ Print a document
- ▮ Use print preview
- ▮ Use Web Page Preview
- ▮ Navigate through a document
- ▮ Insert page numbers
- ▮ Set page orientation
- ▮ Set margins
- ▮ Use GoTo to locate specific elements in a document
- ▮ Create and modify page numbers
- ▮ Create and modify headers and footers
- ▮ Align text vertically
- ▮ Create and use newspaper columns
- ▮ Revise column structure
- ▮ Prepare and print envelopes and labels
- ▮ Apply styles
- ▮ Create sections with formatting that differs from other sections
- ▮ Use Click and Type

## Managing Files

- ▮ Use save
- ▮ Locate and open an existing document
- ▮ Use Save As (different name, location, or format)
- ▮ Create a folder
- ▮ Create a new document using a wizard
- ▮ Save as Web Page
- ▮ Use templates to create a new document
- ▮ Create Hyperlinks
- ▮ Use the Microsoft Office Assistant
- ▮ Send a Word document via e-mail

## Working with Pictures and Charts

- ▮ Use the drawing toolbar
- ▮ Insert graphics into a document (WordArt, clip art, and images)