

## **Lesson 1: Creating a Document**

- Topic 1A: Enter Text
- Topic 1B: Save a Document
- Topic 1C: Use Automatic Text Features
- Topic 1D: Obtain Online Help

## **Lesson 2: Editing Text**

- Topic 2A: Open an Existing Document
- Topic 2B: Delete Blocks of Text
- Topic 2C: Move and Copy Text
- Topic 2D: Copy Multiple Items

## **Lesson 3: Formatting Text**

- Topic 3A: Apply Character Formats
- Topic 3B: Change the Font and Font Size
- Topic 3C: Add Highlighting and Color to Text
- Topic 3D: Copy Text Formatting
- Topic 3E: Paste Options

## **Lesson 4: Formatting Paragraphs**

- Topic 4A: Change Paragraph Alignment
- Topic 4B: Change Line Spacing Within a Paragraph
- Topic 4C: Add a Border and Shading to a Paragraph
- Topic 4D: Set a Custom Tab
- Topic 4E: Add Indents
- Topic 4F: Create Numbered and Bulleted Lists
- Topic 4G: Create an Outline Numbered List

## **Lesson 5: Adding Tables**

- Topic 5A: Create a Table
- Topic 5B: Change Table Structure
- Topic 5C: Add Table Borders and Shading
- Topic 5D: AutoFormat a Table

## **Lesson 6: Using Word Timesavers**

- Topic 6A: Create a New Document Using a Template
- Topic 6B: Create a New Document Using a Wizard
- Topic 6C: Insert a Symbol
- Topic 6D: Insert the Date or Time
- Topic 6E: Find and Replace Text
- Topic 6F: Check Spelling and Grammar
- Topic 6G: Replace a Word Using the Thesaurus

## **Lesson 7: Setting Page Display and Printing Options**

Topic 7A: Preview a Document

Topic 7B: Set the Page Orientation

Topic 7C: Create Headers and Footers

Topic 7D: Change Margins

Topic 7E: Insert a Page Break

Topic 7F: Align Text on a Page

Topic 7G: Print a Document