



Word 2013 Introduction

Students will learn how to create and save documents and how to navigate documents. Then they will edit, copy and paste, and find and replace text. They will also learn how to enhance the appearance of a document by using various formatting options. In addition, they will create tables, adjust page layout, work with graphics, use styles and outlines, and proof and print documents.

Starting Word

The Word Application Window
New Document
Document Navigation

Editing Text

Working with Text
Undo and Redo Commands
Cut, Copy, Past
Find and Replace

Formatting Text

Character formatting
Tab settings
Paragraph formatting
Paragraph spacing and indents

Tables

Creating Tables
Working with Table Content
Changing Table Structure
Table Design Options
Table Data

Page Layout

Headers and Footers
Page Set Up

Proofing, Printing, Exporting

Spelling and Grammar
AutoCorrect
Printing and Exporting Documents