

# **Word 2011- Level 1 Outline**

## **TABLE OF CONTENTS**

### **WORD 2011 LEVEL 1 – INTRODUCTION**

COURSE REQUIREMENTS

COMPONENTS OF THE MANUAL

TRAINING FILES

WHAT’S NEW IN WORD 2011?

### **LESSON 1 - WORD BASICS**

1.1 STARTING WORD

1.2 THE WORD ENVIRONMENT

1.3 USING MENUS AND TOOLBARS

1.4 USING THE RIBBON

1.5 OPENING AN EXISTING DOCUMENT

1.6 ENTERING TEXT INTO A DOCUMENT

1.7 CORRECTING MISTAKES

1.8 NAVIGATING A DOCUMENT

1.9 CREATING A NEW DOCUMENT

1.10 SAVING A DOCUMENT

1.11 MOVING BETWEEN DOCUMENTS

1.12 SETTING WORD PREFERENCES

1.13 CHANGING DOCUMENT VIEWS

1.14 USING HELP

1.15 CLOSING A DOCUMENT AND EXITING MICROSOFT WORD

LESSON SUMMARY – WORD BASICS

LESSON 1 QUIZ

LAB 1 – ON YOUR OWN

### **LESSON 2 - EDITING TEXT**

2.1 SELECTING TEXT

2.2 USING CLICK AND TYPE

2.3 COPYING AND PASTING TEXT

2.4 CUTTING AND PASTING TEXT

2.6 USING THE SCRAPBOOK

2.7 FINDING AND REPLACING TEXT

2.8 CHECKING SPELLING AND GRAMMAR

2.10 INSERTING SYMBOLS

2.11 USING UNDO, REDO & REPEAT

LESSON SUMMARY – EDITING TEXT

LESSON 2 QUIZ

LAB 2 – ON YOUR OWN

### **LESSON 3 - FORMATTING TEXT**

- 3.1 USING FORMATTING TOOLS
  - 3.2 USING THE FONT DIALOG BOX
  - 3.3 USING FORMAT PAINTER
  - 3.4 USING CHARACTER EFFECTS
  - 3.5 USING TEXT EFFECTS
  - 3.6 ADDING A DROP CAP
  - 3.7 INSERTING THE DATE AND TIME
- LESSON SUMMARY – FORMATTING TEXT

#### LESSON 3 QUIZ

LAB 3 – ON YOUR OWN

### **LESSON 4 - WORKING WITH PARAGRAPHS**

- 4.1 ADDING BORDERS TO A PARAGRAPH
  - 4.7 SETTING TABS WITH THE RULER
- LESSON SUMMARY – WORKING WITH PARAGRAPHS

#### LESSON 4 QUIZ

### **LESSON 5 - WORKING WITH PAGES**

- 5.1 CREATING A HEADER AND FOOTER
- 5.2 MODIFYING A HEADER AND FOOTER
- 5.3 SETTING MARGINS
- 5.4 SETTING PAGE ORIENTATION
- 5.5 SETTING PAPER SIZE
- 5.6 INSERTING/MODIFYING PAGE NUMBERS
- 5.7 INSERTING AND REMOVING PAGE BREAKS
- 5.8 INSERTING A WATERMARK
- 5.9 JUMPING TO A SPECIFIC PAGE
- 5.10 VIEWING THE SIDEBAR

LESSON SUMMARY – WORKING WITH PAGES

#### LESSON 5 QUIZ

LAB 5 – ON YOUR OWN

### **LESSON 6 - PRINTING A DOCUMENT**

- 6.1 PREVIEWING A DOCUMENT
- 6.2 SETTING PRINTER OPTIONS
- 6.3 PRINTING AN ENVELOPE
- 6.4 PRINTING LABELS

LESSON SUMMARY – PRINTING A DOCUMENT

#### LESSON 6 QUIZ

LAB 6 – ON YOUR OWN

### **CLASS PROJECT**

### **INDEX**

