
MICROSOFT WORD XP LEVEL 1

LESSON 1 - EXPLORING WORD	1
Starting Word	2
Working with Word Windows	4
Using Menu Commands	5
Displaying and Hiding Toolbars	7
Displaying Hidden Toolbar Buttons.....	9
Moving and Resizing Toolbars	11
Changing Menu and Toolbar Options	13
Using the Task Pane	15
Exiting Word	17
Exercise	19
Exploring Word.....	19
LESSON 2 - WORKING WITH THE OFFICE ASSISTANT.....	21
Displaying/Hiding the Office Assistant.....	22
Using the Office Assistant.....	23
Finding an Answer	25
Changing Office Assistant Options	26
Using Ask a Question.....	28
Exercise	31
Working with the Office Assistant.....	31
LESSON 3 - USING BASIC DOCUMENT SKILLS	33
Entering Text into a Document	34
Saving a New Document	36
Closing a Document	38
Creating a New Document	39
Opening an Existing Document.....	40
Scrolling using the Mouse	42
Moving using the Keyboard	44
Selecting Text.....	46
Using Insert and Overtyp e Mode	49
Creating a New Folder.....	50

Renaming an Existing Document	52
Exercise	54
Using Basic Document Skills	54
LESSON 4 - USING BASIC TEXT EDITING	57
Removing Characters	58
Deleting Selected Text	59
Replacing Selected Text	60
Cutting/Copying and Pasting Text	61
Using the Paste Options Button	63
Using the Clipboard Task Pane	65
Changing Office Clipboard Options	68
Sharing the Office Clipboard	69
Using Drag-and-Drop Editing	71
Using Undo and Redo	72
Exercise	75
Using Basic Text Editing	75
LESSON 5 - CHECKING SPELLING AND GRAMMAR	77
Checking Spelling/Grammar as You Type	78
Adding to the Custom Dictionary	80
Disabling Spelling and Grammar Options	81
Running the Spelling Checker	83
Running the Grammar Checker	86
Selecting Grammar and Style Options	89
Exercise	92
Checking Spelling and Grammar	92
LESSON 6 - USING THE THESAURUS	95
Using the Thesaurus to Look up Synonyms	96
Using Synonyms to Replace Words	98
Using Antonyms to Replace Words	99
Exercise	102
Using the Thesaurus	102
LESSON 7 - WORKING WITH DOCUMENT VIEWS.....	103
Switching Document Views	104

Changing Document Magnification	106
Displaying Documents in Full-screen Mode	107
Displaying/Hiding the Rulers	109
Viewing/Hiding the Formatting Marks	110
Opening Multiple Documents	112
Switching between Documents	113
Exercise	115
Working with Document Views.....	115
LESSON 8 - PRINTING	117
Previewing a Document	118
Using Web Page Preview	120
Printing the Current Document	121
Printing the Current Page	122
Printing Multiple Copies	123
Printing Envelopes and Labels	124
Exercise	128
Printing.....	128
LESSON 9 - USING CHARACTER FORMATTING	129
Formatting Characters	130
Changing an Existing Font.....	131
Modifying the Font Size.....	133
Using Bold and Italics	134
Underlining Text	135
Using Text and Animation Effects	137
Highlighting Text	139
Applying Formats with the Task Pane	141
Copying Character Formatting	144
Changing Character Case	145
Exercise	147
Using Character Formatting	147
LESSON 10 - USING PARAGRAPH FORMATTING	149
Formatting Paragraphs.....	150
Aligning Paragraphs	150
Using Click and Type to Align Text	152

Modifying Paragraph Spacing	154
Revealing Formatting	156
Modifying Line Spacing	158
Copying Paragraph Formats	160
Exercise	162
Use Paragraph Formatting	162
LESSON 11 - USING DOCUMENT FORMATTING	165
Formatting Documents	166
Inserting a Manual Page Break	166
Removing a Manual Page Break	168
Changing the Page Orientation	169
Changing the Document Margins	171
Changing the Paper Size	174
Changing the Vertical Alignment	175
Exercise	178
Using Document Formatting	178
LESSON 12 - USING ONLINE HELP	181
Working with Online Help	182
Viewing ScreenTips	183
Using Help Contents	185
Using Help Window Features	187
Using the Help Answer Wizard	189
Using the Help Index	190
Exercise	193
Using Online Help	193
INDEX	195