

Word 2010 Level I

- **Getting Started.** The Word window; New documents; Word help.
- **Navigation and Selection Techniques.** Document navigation; Selection techniques.
- **Editing Text.** Working with text; Using Undo and Redo; Cutting, copying, and pasting text.
- **Formatting Text.** Character formatting; Tab settings; Paragraph formatting; Paragraph spacing and indents; Automatic formatting.
- **Tables.** Creating tables; Working with table content; Changing the table structure.
- **Page Layout.** Headers and footers; Margins; Page breaks.
- **Proofing and Printing Documents.** Checking spelling and grammar; Using AutoCorrect; Finding and replacing text; Printing documents; PDF and XPS documents.
- **Graphics.** Adding graphics and clip art; Working with graphics.