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# Word Basics

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**Prerequisite:**

No computer experience required

**Instructor**  
\_\_\_\_\_**School Phone**

805-497-2761

**Class Dates**  
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\_\_\_\_\_**Room Location**

Room \_\_\_\_\_

**Overview:**

Create Letters, Flyers, & Invitations!

A great first class to take! Get more out of your computer by learning to create useful documents such as letters, flyers, and invitations in this comfortably paced, step-by-step class. While you learn you'll also gain Word skills such as opening and closing documents, editing documents, formatting text, using spell check, and cut, copy and paste! Prerequisite: No computer experience required

**Class Resources and Recommended Books:**

Each student will receive a course outline and other useful handouts. Suggested books for further study will be recommended in class

**Bring These Items To Class Daily:**

- Pen or Pencil and note pad

**Instructional Procedure:**

The Instructor will lecture while demonstrating various Word techniques on a large screen at the front of the room. Students will follow along on their own classroom computer. Students may ask questions throughout the course.

**Homework Policy:**

Students will receive handouts which may contain some home practice activities however homework is NOT required.

## Class Topics

Exploring Word 2013

Introducing the Ribbon & Toolbars

Opening, Navigating, & Closing Documents

Getting Help in Word

Exiting from Word

Creating a Letter

Saving and Printing

Creating an Envelope

Selecting & Editing Text

Moving and Copying Text

Finding and Replacing Text

Formatting with the Ribbon

Formatting with the Mini Toolbar

Using Live Preview with Galleries

Saving a Document to a New Folder

Setting Paragraph Alignment

Creating WordArt

Using Clip Art