ADDED ADVANTAGE ACADEMY

MICROSOFT WORD INTRODUCTION (LEVEL 1)	
This course is a one day introduction for new users. **Prerequisite:** Introduction to Microsoft Windows	
INTRODUCTION	
Access Word	
Exit Word	
THE MICROSOFT WORD WINDOW	
The Microsoft Word Document Window	
Mini Toolbar	
Quick Menus	
DOCUMENTS	
Create A New Document	
Open An Existing Document	
Close A Document	
Save A Document	
Delete A Document	
MOVING AROUND A DOCUMENT	
Go To	
WORKING WITH TEXT	
Selecting Text	
Insert Text	
Delete Text	
Delete Selected Text	
Undo	
Redo	
Section 1: Exercises	
FORMATTING	
Align Text	
Indent A Paragraph	
Format Text	
Bold	
Italic	
Underline	
Font And Font Size	
Text Colour	
Section 3 : Exercises	
COPY TEXT	
MOVE TEXT	
Section 3 : Exercises	

DOCUMENT MANAGEMENT	
Spell Check Text	
Autocorrect	
Case Conversion	
Hard Space	
Symbols	
Page Breaks	
Page Layout	
Paper Size	
Margins	
Page Orientation	
Views	
Zoom	
PRINTING	
Print Preview	
Print	
Print Multiple Pages	
Print Selected Text	
Section 4: Exercises	
PARAGRAPH FORMATTING	
Line Spacing	
Paragraph Spacing	
Paragraph Numbering	
Paragraph Bullets	
Removing Paragraph Format	
FILE MANAGEMENT	
View Files	
Delete A Document	
HELP	
Using Word Help	
APPENDIX	
Tables	
Final Exercises	
Examples	