

Launching Word	3
The Window	4
Task Panes	5
Open the task pane	5
The 'Go To' Command	7
Magnification	7
Typing Text	8
New Document	8
Opening an Existing Word Document	9
Saving	9
Saving Changes	9
Selecting text	10
Character Formatting	11
Font	11
Font Size	11
Changing Font Styles	12
Font Dialogue Box	12
Character Spacing	13
Applying Special Effects to Text	13
Format Painter	14
Deleting Text	14
Cut and Paste	15
Copy and Paste	15
Drag-and-Drop Editing	15
Undo/Redo	16
Performing Multiple Undo/Redo Options	16
Changing Case	17
Paragraph Formatting	17
Line Spacing	17
Paragraph Spacing	18
Indents	18
Tabs	20
Borders and Shading	22
Applying Shading to Paragraphs	22
Page Formatting	23
'Apply To' Options	23

Page Size	23
Margins	23
Layout	24
Page Border	24
Page Breaks	24
Section Breaks	25
Bullets and Numbering	25
Formatting Bullets and Numbering	26
Columns	27
Style Sheets	28
Paragraph and Character Styles	28
Creating Styles	29
Editing a Style	30
Views	30
Normal View	30
Print Layout View	30
Print Preview	31
Spelling and Grammar	31
AutoCorrect	32
AutoText	33
Find and Replace	34
Headers and Footers	35
Printing	36
Creating a Template	37
Toolbars – Customise	38