

Word Processing Week Two

Review from Week One

- Using Templates
- Opening a File

Text Formatting

- Selecting Text
- Font Style and Size
- Changing Case
- Inherited Formatting

Paragraph Formatting

- Text Alignment
- Using the Ruler
- Setting Tabs and Indents
- Numbering and Bullet points

Advanced Editing

- Cut, Copy, Paste
- Paste Special and Format Painter
- Adding Internet Links
- Inserting Images or Drawings
- Columns
- Track Changes
- Review of Save versus Save As

Printing

- Print preview
- Page Setup
- Changing Margins
- Headers and Footers