

# **Microsoft Word**

Taught by the Front Range PC Users Group at the Fort Collins Senior Center

## **SYLLABUS**

### **Part 1: Editing and Formatting**

#### **Computer Operations**

- General information about Word 2002 and Windows 2000 (“The Warehouse”)
- Warehouse Basics
  - Creating new folders
  - Opening and storing (saving) files
- Warehouse Editing Features
  - Editing with keyboard shortcuts and multiple clicks
  - Multiple windows and drag and drop

#### **Getting Started**

- What is this blank screen?
  - A little “Bar Hopping” helps
- Examining the Menu Bar
  - The (used to be) famous “word wrap”

#### **Digging Deep Into Formatting**

- Notes to remember about fonts
- Paragraphs—and how they are defined
- Indents and Tabs
- Widows and Orphans
- A document from your desk—applying formatting and using “Undo”
- Spelling and Grammar
- Making homework easier

## **Part 2: Tables, Tools and Other Special Features**

### **The Christmas Letter (or maybe the Collection Letter) and the Business Memo**

- Tables and “databases”
  - The Table exercise; creating, stuffing, sorting
  - Tables and text combined
- Mail Merge
  - The form letter
  - The data source
  - The merge—and why you need to plan ahead

### **Brochures or Flyers**

- Using the Columns feature
- Starting with a new document
- Converting an existing document—or documents
- Notes to help you become an informed buyer of printing services

### **Giving Your Documents Impact**

- Adding graphics to the document
- Finding graphics on the Internet
- Header and Footers
  - Page numbers
  - Tabs
  - Auto text

### **Drawing Your Own Graphics**

- Lines and Shapes
- Text Boxes and Callouts