

Microsoft Word

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

SYLLABUS

Part 1: Editing and Formatting

The "Ribbon" Interface

- Locating features
- Some comparisons

Working with Files and Folders

- Creating new folders
- Opening and storing (saving) files

Getting Started

- Examining a blank page
- Editing Features
 - Selection tricks
 - Keyboard shortcuts

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