

## **WORD 2011 BASIC/ADVANCED EVENING 6:30-8:30PM**

A basic to advanced Word 2011 class covering everything you need to know to use Word 2011 effectively.

1. Getting Started
  1. Microsoft Office Button
  2. The Ribbon (formerly toolbar)
  3. Quick access Toolbar
2. Working with Documents
  1. Creating a New Document
    1. Opening an Existing Document
    2. Saving a Document
    3. Save As or Renaming a Document
    4. Working on Multiple Documents
    5. Document Views
    6. Close a Document
3. Customize Word Environment
  1. Popular
  2. Display
  3. Proofing
  4. Save
  5. Advanced
  6. Customize
4. Editing A Document
  1. Typing & Inserting Text
  2. Selecting Text
  3. Inserting Additional Text
  4. Rearranging Blocks of Text
  5. Deleting Blocks of Text
  6. Search & Replace Text
  7. Undo Changes
5. Formatting Text
  1. Styles
  2. Changing Fonts & Size
  3. Font Styles & Effects
  4. Change Text Color
  5. Highlight Text
  6. Copy Formatting
  7. Clear Formatting
6. Formatting Paragraphs
  1. Change Paragraph Alignment
  2. Indent Paragraph
  3. Add Borders & Shading
  4. Apply Style
  5. Create Links
  6. Change Spacing Between Lines & Paragraphs
7. Styles
  1. Apply a Style
  2. Create New Styles
  3. Style Inspector
8. Adding Tables
  1. Create A New Table
  2. Enter Data in Table
  3. Modify Table Structure
  4. Format A Table
9. Graphics

1. Symbols & Characters
2. Equations
3. Illustrations, Pictures & Smart Art
4. Watermarks
10. Proofing A Document
  1. Spelling and Grammar
  2. Thesaurus
  3. Customer Auto Correct
  4. Create New Default Dictionary
  5. Check Word Count
11. Page Formatting
  1. Page Margins & Orientation
  2. Apply Page Border and Color
  3. Insert Headers & Footers
  4. Create Page Break
  5. Insert a Cover Page
  6. Insert Blank Page
12. Macros
  1. Recording a Macro
  2. Running a Macro
13. Table Of Contents
  1. Mark TOC Entries
  2. Create a Table of Contents
  3. Update a Table of Contents
  4. Delete a Table of Contents
14. Creating a Web Page
  1. Entering Text
  2. Hyperlinks
  3. Saving Web Pages
15. Lists
  1. Bulleted & Number Lists
  2. Nested Lists
  3. Formatting Lists
16. References & Citations
  1. Style
  2. Citations
  3. Placeholders
  4. Manage Sources
  5. Bibliography
  6. Insert Footnote
17. Track Changes
  1. Begin Track Changes
  2. Document View
  3. Accept or Reject Changes
  4. Comments