



## MS Word I: Introduction and Basic Word 2013/2016

Sub-Topic 1	Understanding Show/Hide Non-Printing Characters
Description	What do the Show/Hide formatting marks mean?
Sub-Topic 2	Selecting and Scrolling Long Documents
Description	Mouse and Keyboard Methods of Moving the insertion point, scrolling, and selecting various blocks of text.
Sub-Topic 3	Basic Editing
Description	Using the Backspace and Delete keys, text wrapping, non-breaking space and line breaks
Sub-Topic 4	More Elaborate Editing Methods
Description	Understanding Spell and Grammar Checker, Thesaurus and Translation
Sub-Topic 5	Learning to Move, Copy and Paste Text Between Computer Drives
Description	Mouse and Keyboard Methods of moving and copying various blocks of text
Sub-Topic 6	Understanding Character Formatting
Description	Learn about different typeface designs, font sizes, styles, and colors and advanced character spacing
Sub-Topic 7	How to Change the Case Of Selected Text.
Description	The Change Case Command allows you to choose between sentence, upper case, lower case, title case and toggle case
Sub-Topic 8	Understanding Paragraph Formatting
Description	Learn about different paragraph alignments, indents and spacing