

## Word: Introduction

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Introduction – Level 1	
<b>Starting out including:</b>	<b>The basics including:</b>
The workspace The Office button, ribbon and tabs Selecting options from the tabs, icons or short-cut keys Adding to the Quick Access toolbar Using HELP	Creating a document Moving around in your document Deleting information in your document Inserting new information in your document Undoing your actions & clearing formats Bolding, underlining and centring text Moving and copying information
<b>Formatting changes including:</b>	Checking for spelling corrections Using the thesaurus Document naming Saving and opening your document Using a template Inserting page breaks Turning on page numbering Find and replace
The ruler Adjusting your margins Changing the line spacing Setting tabs , deleting tabs, and moving tabs Creating and using indents Creating numbered and bulleted lists Changing the size and style of your print	Page view options Autocorrect options Reveal formatting features Applying styles Inserting special characters
<b>Printing your work including:</b>	
Previewing your work Printing your document Printing a page and or envelope Print options	