

## MS Word Agenda

<b>Exercise 1</b>	<b>Entering and editing text and saving</b> Overview of the Task Panes Entering, editing, selecting and deleting text Saving
<b>Exercise 2</b>	<b>Formatting Text and Paragraphs</b> Applying different formatting to paragraphs, headings, etc Undoing actions
<b>Exercise 3</b>	<b>Indentation and adjusting page set up</b> Changing page set-up, i.e. margins, orientation etc Indentation Different ways to view the document and printing
<b>Exercise 4</b>	<b>Using Tabs</b> Setting, moving and deleting tab stops
<b>Exercise 5</b>	<b>Tables</b> Working with tables Borders and shading
<b>Exercise 6</b>	<b>Copy and paste, cut and paste</b> Cutting, copying and pasting text Working with multiple windows
<b>Exercise 7</b>	<b>Symbols and borders</b> Inserting symbols and letters Applying borders to paragraphs
<b>Exercise 8</b>	<b>Using Find and Replace and Spell Check Tools</b> Find and Replace Spelling and grammar check
<b>Exercise 9</b>	<b>Autocorrect and Autotext</b> Using autocorrect to correct spelling Using Autotext as a shortcut tool
<b>Exercise 10</b>	<b>Numbering and Bullets</b> Creating numbered and bulleted lists Line breaks
<b>Exercise 11</b>	<b>Page numbers, page breaks and Help</b> Inserting page numbers Inserting and deleting page breaks Using Help within Word