

Operate A Word Processing Application (MS Word)

WEEK 1 – FORMATTING A DOCUMENT

- STARTING MS WORD
- THE MS WORD SCREEN
- CLASS EXERCISE – FORMATTING A DOCUMENT
- FILE MANAGER IN WORD
- USING THE OPEN MENU

WEEK 2 – INSERTING SYMBOLS AND SETTING TABS

- INSERT A SYMBOL
- INSERT A SPECIAL CHARACTER
- CLASS EXERCISE – INSERTING SYMBOLS & SPECIAL CHARACTERS
- SET TAB AND INSERT TABS THAT HAVE LEADER CHARACTERS
- SET TABS
- SET TABS WITH LEADER CHARACTERS
- CLASS EXERCISE – INSERTING TABS PART 1
- CLASS EXERCISE – INSERTING TABS PART 2

WEEK 3 – CREATING TABLES

- CREATE A TABLE
- USE THE INSERT TABLE COMMAND
- DRAW A MORE COMPLEX TABLE
- CLASS EXERCISE – CREATING TABLES

WEEK 4 – INSERTING CLIP ART AND DECORATIVE BORDERS

- INSERTING CLIP ART
- INSERTING A DECORATIVE PAGE BORDER
- CLASS EXERCISE - INSERTING CLIP ART
- CLASS EXERCISE - INSERTING A PAGE BORDER AND CLIP ART

REVISION – CREATING A PROFESSIONAL DOCUMENT