

SLO: Word Module 1 – Create and Formatting a Word Document

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- **Create and Save File As: Brooks Letter (Page WD9 ~ WD29)**

Student Learning Outcomes

- Turn On Show/Hide Paragraph Markers
- Highlighting Text
- AutoComplete/AutoCorrect
- Remove Hyperlink
- Spelling and Grammar Check
- Adjust Paragraph Spacing (Paragraph Group or Layout Tab)
- Adjust Line Spacing
- Insert Manual Line Breaks **<Shift><Enter>**
- Adjust Margins
- Previewing and Printing
- Apply Font, Font Size, Font Colors, Font Styles, Text Effects
- Create an Envelope