

# ***SLO: Word Module 2a –Formatting a Word Document***

## **Download:**

**ON-CAMPUS: Files: CS151/Word 2/Module folder (Home.docx)**

**OFF-CAMPUS: (from my Google Drive shared link)**

**PRACTICE: Home (Page WD65 ~ WD90)**

## **Student Learning Outcomes**

- ❖ Hide Top/Bottom Margins
- ❖ Working with Comments (Review Tab)
  - Display for Review (Simple Markup)
  - Show Comments / Reply to Comments
- ❖ Change Case
- ❖ Insert Bullet & Numbered Lists
  - Changing Bullet or Numbering Type
  - Increase/Decrease Indent Level
  - Move Text using Drag or Drop / Cut and Paste
- ❖ Navigate through a document using the Navigation Pane
  - Search using Find command (Ctrl F)
  - Search using Match Case
  - Find and Replace Text (Ctrl H)
- ❖ Use the Format Painter to copy formats
- ❖ Set and Modify Tabs and use Dot Leaders