

Student Learning Outcomes

Word Lesson 03 – Helpful Word Features

Open: Memo.docx

REVIEW from OA101 Keyboarding:

1. Update Date & Time Automatically
2. Check Spelling/Grammar/Thesaurus
3. Use Symbols

Word Lesson 04 – Formatting Text

Open: Flyer.docx

REVIEW from OA101 Keyboarding:

1. Turn on Formatting Marker
2. Selecting Text
3. Change the Font Attributes
4. Use Text Effects Gallery
5. Use Highlight Tool
6. Use Format Painter
7. Use Quick Styles (Styles)
8. Use Themes
9. Use Clear Formatting Tool

Word Lesson 05 – Formatting Paragraphs and Documents

Open: Diet.docx

REVIEW from OA101 Keyboarding:

1. Ruler
2. Margins
3. Paragraph indents
 - a. First line indent
 - b. Left indent
 - c. Right indent
4. Line Spacing / Paragraph Spacing
5. Tabs
6. Bullets
7. Numbering
8. Vertical Alignment