

Student Learning Outcomes

Word Module 1/2 – Create and Modify a Word Document

Download: Word 1 / 2 files (PRACTICE: Brooks Letter and Commercial) from Google Drive

REVIEW: Document Processing Skills

Create and Modify a Word Document

- ❖ Turn On Show/Hide Paragraph Markers
- ❖ Highlighting Text
- ❖ AutoComplete/AutoCorrect
- ❖ Adjust Paragraph Spacing
- ❖ Adjust Line Spacing
- ❖ Insert Manual Line Breaks <Shift><Enter>
- ❖ Adjust Margins
- ❖ Working with Comments
- ❖ Find and Replace
- ❖ Insert Bullet & Numbered Lists
- ❖ Move Text
- ❖ Use Styles and Theme
- ❖ Check Spelling (F7)