

Student Learning Outcomes

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

Download: Word 1 / 2 folder from Google Drive

Review OA101-Keyboarding & Document Processing Skills

Create and Modify a Word Document

- ❖ Selecting Text
- ❖ Adjust Paragraph Spacing
- ❖ Adjust Line Spacing
- ❖ Insert Manual Line Breaks
- ❖ Adjust Margins
- ❖ Working with Comments
- ❖ Find and Replace
- ❖ Insert Bullet & Numbered Lists
- ❖ Move Text
- ❖ Use Styles and Theme