

Student Learning Outcomes

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

Review: Keyboarding & Document Processing Skills

Create and Modify a Word Document

- ❖ Adjust Paragraph Spacing
- ❖ Adjust Line Spacing
- ❖ Insert Manual Line Breaks (Shift + Enter)
- ❖ Adjust Margins
- ❖ Comments
- ❖ Find and Replace
- ❖ Insert Bullet & Numbered Lists
- ❖ Indents
- ❖ Move Text
- ❖ Use Styles and Theme
- ❖ Use the Clipboard