

Word Checklist

Introductory

- Program, menu, toolbars descriptions
- Creating a new page
- Accessing templates
- Opening a document
- Changing page setup
- Adding toolbars
- Choosing fonts
- Changing font sized
- Bold, italics, underline
- Alignment
- Bullets
- Numbering
- Selecting, cut, copy, paste
- Right mouse functions
- Save
- Print

Intermediate

- Adding toolbars
- Changing view
- Headers
- Footers
- Adding graphics- pictures, clipart
- Resizing objects
- Drawing
- WordArt
- Inserting symbols
- Columns
- Adding tables
- Adding/deleting columns/rows
- Table borders and shading

Advanced

- Mail merge (Form Letter, Data Source, Placing Field Names, Merging Documents)
- Creating & Accessing Macros
- Creating & Accessing Templates
- Password protect files
- Creating a Table of Contents
- Other _____