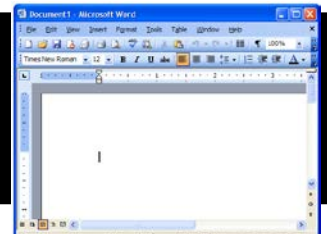


Basic Computers Microsoft WORD ESSENTIAL SKILLS Checklist



Print Name: _____ Period: _____

Module 1: Word Basics

- Demonstrate how to open Microsoft Word
- Demonstrate how to open a Word document (previously saved on the computer)
- Demonstrate how to access the "Undo" and "Redo" editing functions
- Demonstrate how to "cut" and "paste" text from within a Word document
- Demonstrate how to change the page view to "Print Layout" view
- Demonstrate how to change the page view size
- Demonstrate how to show & hide Word toolbars (i.e. drawing toolbar)

Module 2: Page Formatting

- Demonstrate how to open "Page Setup" options box
- Demonstrate how to change page margins
- Demonstrate how to adjust "line spacing" options (amount of space between lines)
- Demonstrate how to change paper size
- Demonstrate how to change paper orientation
- Demonstrate how to change to "print layout" view
- Demonstrate how to create text columns
- Demonstrate how to insert "page breaks"
- Demonstrate how to create a page "header" & "footer"
- Explain the purpose of the header & footer

Module 3: Fonts & Text

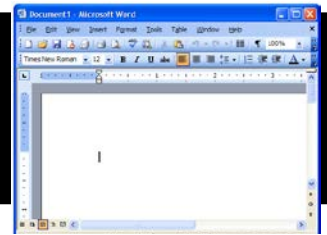
- Demonstrate how to change a font type
- Demonstrate how to change a font size
- Demonstrate how to change a font color

- Demonstrate how to change a font style (i.e. Bold, Italic, Underlined, Subscript & Superscript)
- Demonstrate how to left, right and center align text
- Demonstrate how to adjust "line spacing" options (amount of space between lines)
- Demonstrate how to insert a text "symbol"
- Demonstrate how to create a bullet-point list
- Demonstrate how to highlight text

Module 4: Text Boxes & Smart Shapes

- Demonstrate how to insert a "text box" into a Word document
- Demonstrate how to type into a text box
- Demonstrate how to resize a text box
- Demonstrate how to move a text box
- Demonstrate how to change the fill color of a text box
- Demonstrate how to change the line color of a text box
- Demonstrate how to insert a "smart shape" drawing object
- Demonstrate how to change the fill & line color of a smart shape object
- Demonstrate how to resize & move smart shape objects
- Demonstrate how to re-order text boxes & graphics (send text boxes or graphics behind text or bring them to the front)

Basic Computers Microsoft WORD ESSENTIAL SKILLS Checklist



Module 5: Using Graphics

- Demonstrate how to insert a graphic/image into a Word document
- Demonstrate how to left, right and center align a graphic/image
- Demonstrate how to resize a graphic/image once inserted
- Demonstrate how to apply “text wrap” to a graphic/image
- Demonstrate how to insert a graphic/image into a “text box”
- Demonstrate how to insert a “Word Art” graphic
- Demonstrate how to re-order text boxes & graphics (send text boxes or graphics behind text or bring them to the front)

Module 6: Tables & Charts

- Demonstrate how to insert a “table” into a Word document
- Demonstrate how to insert a “chart” into a Word document
- Demonstrate how to change chart types & properties
- Demonstrate how to delete/remove a chart or table once inserted in a Word document

Module 7: Editing & Reference

- Demonstrate how to access the “word count” feature in Microsoft Word
- Demonstrate how to access the “spell check” feature in Microsoft Word
- Demonstrate how to access the “thesaurus” feature in Microsoft Word
- Demonstrate how to make an “auto-grammar” correction in Microsoft Word

Module 8: Printing

- Demonstrate how to open/access the printer dialogue box
- Explain the difference between “print”, “quick print”, and “print preview”
- From the printer dialogue box, demonstrate how to change the selected printer to print to
- From the printer dialogue box, demonstrate how to print specific page ranges
- From the printer dialogue box, demonstrate how to print multiple copies
- From the printer dialogue box, demonstrate how to set additional/advanced printer options

Module 9: File Saving & Naming

- Demonstrate how to access the “save” and “save as” options
- Explain the difference between the “save” and “save as” options
- Demonstrate how to save a Word document to the “H” drive
- Explain where to look to determine how to name a file in class
- Demonstrate how to name a file correctly
- Explain the importance of never changing the file extension

Additional Notes:
