

CAOT 120--Word Processing/Word 1 Competencies

❖ Common Components

- Open a file
- Save a file
- Print document
- Select text
- Insert text
- Move/copy text
- Find, replace, go to
- Undo/Redo
- Language tools
 - Spelling
 - Grammar
- Basic formatting

❖ Word Basics

- Open, save, modify document
- Use AutoText
- Change document views and zoom
- Set margins and orientation
- Insert Breaks
 - Section breaks
 - Page breaks
- Insert page numbers
- Add cover page and document header (2007 function/2003 manually add page and section break)
- Save in compatible formats
- Change Word options

❖ Editing and Formatting

- Apply font attributes
- Use non-breaking spaces and hyphens appropriately
- Copy formats with Format Painter
- Use tabs, borders, lists, and columns
- Apply paragraph formats