

Unit 1 Basic Skills

- Text Basics
- Formatting Text
- Saving
- Modifying Page Layout
- Spelling and Grammar
- Printing

Unit 2 Common Tasks

- Indents and Tabs
- Line and Paragraph Spacing
- Working with Lists
- Adding Breaks
- Working with Columns
- Working with Hyperlinks
- Working with Shapes
- Text Boxes and WordArt
- Inserting ClipArt and Pictures
- Formatting Pictures

Unit 3 Doing More With Word

- Styles and Themes
- Working with Headers and Footers
- Reviewing Documents
- Working with Tables
- SmartArt Graphics
- Using a Template
- Using Mail Merge