



MICT SETA accredited ACC/2011/07/066 Est. October 2003

College Africa Group –Word Introduction

Starting Documents
Starting Word
Identifying Components of the Word Screen
The Word Ribbon
Creating and Opening Documents
Moving the Insertion/Cursor Point
Building and Editing Documents
Selecting Text
Replacing and Deleting Blocks of Text
Moving and Copying Text
Saving Documents
Previewing Documents
Printing Documents
Closing Documents
Assignment
Enhancing Text
Applying Text Formatting Effects
Removing Text Formatting
Using Undo and Redo
Using the Repeat Command to Apply Formatting
Viewing and Copying Formatting
Using Format Painter
Assignment
Performing a Spelling and Grammar Check
Using the Thesaurus
Formatting Paragraphs
Changing Line or Paragraph Spacing
The Ruler
Indenting Paragraphs
Formatting Pages and Sections
Setting Margins
Inserting Page Numbers

Contact

Arnold Muscat

Direct 083 778 4903

Email: sales@collegeafricagroup.com

www.collegeafricagroup.com

