



COLLEGE AFRICA GROUP

Discover your Potential

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

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