

MICROSOFT Word 98

Macintosh Level 1 - Beginning

By the end of this course, you will be able to: enter and edit text, format text, use paragraph formatting, use the toolbars to access commands, change document margins, add headers and footers, import graphics, create tables and use the spelling and grammar checker.

Upon Completion of this course students will be familiar with and have skill to:

Creating a Document

- The Word Window
- Typing Text
- Saving
- Topic title

Editing in Word

- Moving through a Document
- Deleting Text
- Deleting Selected Text
- Inserting Text
- Replacing Text
- Cut, Copy, and Paste
- Drag and Drop Editing
- Summary of Editing Techniques
- Page Breaks
- Special Characters
- Selection Techniques

Formatting in Word

- Character Formatting
- Paragraph Formatting
- Print Preview
- Document Formatting
- Headers and Footers
- Inserting Graphics

Using Tables

- Creating a Table
- Editing Tables
- Working with Table Contents
- Formatting Tables

Proofing Features

- Checking Spelling
- Shortcut Menu
- Topic title

Preparing an Envelope

Printing

Help Features

- Balloon Help
- Office Assistant

