This Word Basic training course explains the basic features for processing text in Word. First, you will learn how to set up a document. Then you will see how to enter and edit text. You will also learn all about working with tables, form letters and finalizing documents.

PARAMETERS

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# TABLE OF CONTENTS

## PRETEST

## SETTING UP A DOCUMENT

- Page layout
- Header and footer
- Paragraphs and tabs
- Chapter test

## ENTERING AND EDITING TEXT

- Editing text
- Copying formatting
- Using and editing styles
- Numbered and bulleted lists
- Aligning text
- Quickly formatting text
- Corrections and printing
- Chapter test

## TABLES

- Creating tables
- Editing tables
- Formatting tables
Chapter test

FORM LETTERS

Creating a form letter

Finalizing a form letter

Chapter test

FINAL TEST

30 Questions