

Word Processing Checklist

Prerequisites:

Know how to:

- Enter and edit data
- Use Save As...
- Apply formatting (font, font size, font style)
- Cut, copy and paste
- How to use the Spelling and Grammar check

Lesson 1: Basics

Know the:

- Options in the Print Dialog Box
- Various toolbars, including the:
 - o standard toolbar
 - o formatting toolbar
 - o menu bar
- Difference between docked and floating toolbars

Know how to:

- Find hidden items on the toolbar
- Display additional toolbars
- Use the undo function

Lesson 2: Paragraph Formatting

Know how to:

- Align paragraphs
- Indent paragraphs
- Add line and page breaks
- Change the spacing before and after

Lesson 3: Set Tabs

Know how to:

- Set tabs
- Set tabs using the ruler
- Move a tab stop
- Delete a tab stop with the ruler

Know the:

- Types of tabs and how to set them
- Tabs dialog box

Lesson 4: Add Endnotes and Footnotes

Know how to:

- Add an endnote
- Add a footnote
- Edit a footnote or endnote

Lesson 5: Create headers and footers

Know how to:

- Navigate the header and footer toolbar
- Add page numbers in the header
- Navigate the page setup dialog box

Lesson 6: Digital Reviewing

- Navigate the digital reviewing toolbar
- Write comments
- Accept and decline changes