

# Word 97 Level One

## Prerequisites:

This course is designed for students who has limited experience with computers and Internet and needs to learn the basics about Word 2000. We recommend you first take a Windows class before Word 97 Level One.

## Course Content

### Lesson 1: Word Basics

- Introduction to Word
- The Basics of Entering Text
- The File, Save As Command
- Opening and Editing a Document
- Saving a Document

### Lesson 2: Navigating in a Document

- Scrolling within a Document
- Search in a Document

### Lesson 3: Additional Editing Techniques

- Using AutoCorrect Feature
- Techniques for Selecting Text
- Moving and Copying Text

### Lesson 4: Character and Paragraph Formatting

- Basic Character Formatting Techniques
- Additional Character Formatting Techniques
- Paragraph Formatting
- Working with Indents, Numbered Lists, and Bulleted Lists Indents
- Line Breaks and Line Spacing

### Lesson 5: Introduction to Tabs and Tables

- Working with Tabs
- Creating a Table
- Editing Tables

### Lesson 6: Controlling Page Appearance

- Headers and Footers
- Modifying Margins
- Page Breaks

### Lesson 7: Tools and Printing

- Using Proofing Tools
- Printing a Document
- Envelopes and Labels