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# Manta Projects

## Microsoft Word I: Getting Started (2 days)

DOCUMENT VIEWS

Change the Document View

EDIT A DOCUMENT

Select Text

Move or Copy Text

Undo or Redo Changes

Find Text

Replace Text

AutoCorrect

SAVE A DOCUMENT

Save a New Document

Save As

FORMATTING

Font

PARAGRAPHS

Tabs

Align Paragraphs

Indent Paragraphs

Change Line and Paragraph Spacing

Borders and Shading

COPY FORMATS

The Format Painter

LISTS

Create a Bulleted or Numbered List

Restart a List

Create a Multilevel List

TABLES

Insert a Table

Apply a Table Style

Insert or Delete Columns or Rows

Merge or Split Cells

Convert Text to a Table

Convert a Table to Text

STYLES

Character, Paragraph and Linked Styles

List and Table Styles

The Document Map

Quick Style Sets

PROOF A DOCUMENT

Use the Thesaurus

Check Spelling and Grammar

Check Word Count

PRINT A DOCUMENT

Preview a Document Before Printing

Print a Document