Student Technology Training: Microsoft Word Introduction

Intro to Microsoft Word training will cover the following topics:

- Opening Word
- Creating a new document
- Saving a document
- Opening an existing document
- Working with text
  - Selecting text
  - Moving, Copying, and Pasting text
- Using formatting tools
  - Formatting text
  - Formatting paragraphs and line spacing
  - Creating numbered and bulleted lists
  - Using tabs and margins
  - Inserting page numbers
  - Creating Page Breaks
- Using Footnotes and Endnotes
- Using Headers and Footers
- Utilizing proofreading tools
  - Using the Spell Checker
  - Using the Thesaurus
  - Using Word Count
- Using graphics
  - Inserting Clip Art, WordArt, and Images
  - Working with graphics
- Printing documents
  - Using Print Preview
  - Setting Printing Options

(Requested Topics if Time Permits)
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