



Index Computers
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Word 2013

Level 1

Getting Started

The Word window
New documents
Document navigation

Editing Text

Working with text
The Undo and Redo commands
Cut, copy, and paste
Find and replace

Formatting Text

Character formatting
Tab settings
Paragraph formatting
Paragraph spacing and indents

Tables

Creating tables
Working with table content
Changing the table structure
Table design options
Table data

Page Layout

Headers and footers
Page setup

Graphics

Adding graphics and clip art
Working with graphics

Styles and Outlines

Examining formatting
Working with styles
Working with outlines

Proofing, Printing, and Exporting

Spelling and grammar
AutoCorrect
Printing and exporting documents