



computer training options

Microsoft Word for Mac 2011 **Level 1**

Getting Started with Word 2011

Identify the Components of the Word Interface
Customize the Word Interface
Display a Document in Different Views
Enter Text in a Document
Save a Document

Editing Text in a Word Document

Select Text
Modify Text
Find and Replace Text

Modify the Appearance of Text in a Word Document

Apply Character Formatting
Align Text Using Tabs
Display Text as List Items
Modify the Layout of a Paragraph
Apply Styles
Manage Formatting
Apply Borders and Shading

Inserting Special Characters and Graphical Objects

Insert Symbols and Special Characters
Add Illustrations to a Document

Organizing Data in Tables

Insert a Table
Modify a Table
Format a Table
Convert Text to a Table

Proofing a Word Document

Check Spelling and Grammar
Use the Thesaurus

Controlling the Appearance of Pages in a Word Document

Apply a Page Border and Color
Add a Watermark
Add Headers and Footers

Printing Word Documents

Control Page Layout
Preview and Print a Document

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