

WORD 101 SEMINAR OUTLINE—UNIT 1—WORD BASICS

Lesson	Lesson Topic
SECTION 1	
01-01	Getting Started
01-02	Knowing the Screen
01-03	Using Rulers and Toolbars
01-04	Creating Documents
01-05	Working with Documents
01-06	Choosing Menu Commands and Exiting Word
SECTION 2	
02-01	Typing Documents
02-02	Inserting Symbols and Foreign Characters
02-03	Making Breaks
02-04	Editing with Helpful Techniques
02-05	Exploring a Document
02-06	Going To Places in a Document
02-07	Jumping to Bookmarks in a Document
02-08	Viewing Documents

WORD 101 SEMINAR OUTLINE—UNIT 2—WORD BASICS, CONTINUED

Lesson	Lesson Topic
SECTION 3	
03-01	Selecting Text
03-02	Moving Text
03-03	Copying Documents (see also Document to Copy)
SECTION 4	
04-01	Getting Help from the Office Assistant
04-02	Getting Help from the Word Help Program
04-03	Getting Technical Help
SECTION 5	
05-01	Preparing Your Printer
05-02	Previewing Documents Before You Print
05-03	Printing Your Documents
05-04	Printing Labels (see also Labels to Print and Labels—WORD 101 Seminar)

WORD 101 SEMINAR OUTLINE—UNIT 3—FORMATTING BASICS

Lesson	Lesson Topic
SECTION 6	
06-01	Speeding Up Your Work
06-02	Finding and Replacing Things
06-03	Using AutoText
06-04	Using AutoCorrect
SECTION 7	
07-01	Dressing Up Text Simply
07-02	Dressing Up Fonts
07-03	Dressing Up Text with Text Effects
07-04	Dressing Up Paragraphs
07-05	Dressing Up Headings
07-06	Punctuating Text

WORD 101 SEMINAR OUTLINE—UNIT 4—FORMATTING BASICS, CONTINUED

Lesson	Lesson Topic
SECTION 8	
08-01	Formatting Paragraphs
08-02	Indenting Paragraphs
08-03	Using Tabs
08-04	Setting Space Between Lines and Paragraphs
08-05	Controlling Text on Pages
SECTION 9	
09-01	Setting Margins
09-02	Breaking Documents Into Sections
09-03	Using Headers and Footers
09-04	Numbering Pages
09-05	Dressing Up Headers and Footers
09-06	Orienting Pages
09-07	Using Borders on Pages
09-08	Aligning Text on Pages

WORD 101 SEMINAR OUTLINE—UNIT 5—PROFESSIONAL LOOKING DOCUMENTS

Lesson	Lesson Topic
SECTION 10	
10-01	Organizing Lists
10-02	Bulleting and Numbering Lists Simply
10-03	Dressing Up Bulleting and Numbering
SECTION 11	
11-01	Correcting Typing Errors
11-02	Correcting Spelling
11-03	Correcting Grammar
11-04	Using the Thesaurus
11-05	Using Foreign Languages
SECTION 12	
12-01	Styling Text and Paragraphs
12-02	Applying Styles
12-03	Using Format Painter
12-04	Creating Styles—Part 1
12-05	Creating Styles—Part 2
12-06	Changing Styles
12-07	Renaming and Deleting Styles
12-08	Building Templates

**WORD 101 SEMINAR OUTLINE—UNIT 6—PROFESSIONAL LOOKING DOCUMENTS,
CONTINUED**

Lesson	Lesson Topic
SECTION 13	
13-01	Using Artwork in Documents
13-02	Inserting Graphics (see also Graphics to Insert)
13-03	Using Watermarks
13-04	Using Text Boxes
13-05	Linking Text Boxes
13-06	Drawing Your Own Images
13-07	Doing Tasks with Objects
13-08	Making Objects Line Up
13-09	Using the Grid
13-10	Changing Objects
13-11	Changing the Orientation of Objects
13-12	Putting Borders on Objects
13-13	Filling Objects
13-14	Giving Depth to Objects
13-15	Overlapping Objects
13-16	Grouping Objects
13-17	Surrounding Objects with Text
13-18	Adjusting the Distance of Objects from Text

WORD 101 SEMINAR OUTLINE—UNIT 7—TABLES AND COLUMNS

Lesson	Lesson Topic
SECTION 14	
14-01	Making Tables
14-02	Sorting Data in Tables
14-03	Selecting Parts of a Table
14-04	Adding and Subtracting Parts of a Table
14-05	Rearranging Parts of a Table
14-06	Changing Sizes in a Table
14-07	Merging Cells and Splitting Cells (Tables, Too)
14-08	Making Data Line Up in Tables
14-09	Handling Table Breaks
14-10	Dressing Up Tables
14-11	Orienting Tables on a Page
14-12	Surrounding Tables with Text

WORD 101 SEMINAR OUTLINE—UNIT 8—TABLES AND COLUMNS, CONTINUED

Lesson	Lesson Topic
SECTION 15	
15-01	Considering Methods for Making Columns
15-02	Using the Columns Button
15-03	Using the Columns Dialog Box
15-04	Making Columns Look Right on the Page
15-05	Using Text Boxes Instead of Columns
15-06	Using Tables Instead of Columns
15-07	Making Notes in Margins
15-08	Making Forms