

Community Computer Education
March 9th – 10 am & 7 pm
North Plains Public Library
Word Processing – Creating Documents

Your Teachers: Carolyn and Mark Leavitt

- Which Word Processing program to use?
 - Notepad
 - WordPad
 - Office 2003 or 2007
 - Open Office

- **Learning your Basic “Tools” for Beginners**
 - **File**
 - New
 - Open
 - Save, Save As
 - Page Setup
 - Print Preview, Print
 - **Edit**
 - Select All
 - Cut, Copy, Paste
 - **View**
 - Normal, Print Layout
 - Ruler
 - Toolbars (Standard & Formatting)
 - **Format**
 - Font and Font Size
 - Bullets and Numbering
 - **Tools**
 - Spelling and Grammar
 - **Help**

- **Beyond the Basic “Tools”**
 - **Edit**
 - Find & Replace
 - **View**
 - Header & Footer
 - **Insert**
 - Break
 - Page Numbers
 - Symbols
 - Pictures, Clipart, and WordArt
 - **Format**
 - Fonts, colors and highlights
 - Paragraph
 - Alignment – Left, Right, Center, Justify?
 - Numbering and Bulleting choices
 - Borders and Shading
 - Columns
 - Change Case
 - Background
 - Theme
 - AutoFormat
 - **Tools**
 - Letters and Mailings
 - Mail Merge
 - Envelopes and Labels
 - **Table**
 - Insert
 - Sort
 - **Window**
 - Compare Side by Side with...