

Microsoft Word Basics - WD-101

Skill Level: Beginner

Learn to create, edit, print, and save basic documents. Character, paragraph, and page formatting will be covered along with navigating through a document, copying and moving text, and other basic features of Word.

What You Will Learn

- Creating documents in Word
- Navigating within documents
- Using basic formatting commands such as bold, italic, font style and font size
- Setting page formats such as margins and print orientation
- Using copy, paste and search and replace
- Creating bulleted lists
- Saving and printing documents

Who Should Attend

Faculty, staff and students interested in learning the basic features of MS Word for document creation

Documentation

Handout: [Word Quick Reference](#)

Related articles

- [Training and Workshops](#)
- [Smart Classroom Training](#)
- [Creating PDFs in Microsoft Powerpoint for Print](#)
- [Microsoft Word Basics - WD-101](#)
- [Sorting and Filtering - EX-240](#)