

Word - Basics

The Word Screen
Menus & Toolbars
Task Panes
Right-click & Keyboard Shortcuts
Use Help
Create a New Document
Save a New Document
Close a Document
Open an Existing Document
Save Changes to a Document
The Save As Command
Templates
Create a Template
Layout Views
Zoom
Multiple Documents

Word - Text

Select Text
Delete & Insert Text
Select and Replace Text
Find and Replace Text
Cut and Paste Text
Copy and Paste Text
The Office Clipboard
Move and Copy with Mouse
Undo and Redo
Font Type
Font Size
Bold and Italics
Underline
Font Color
Symbols
Highlight Text
The Format Painter

Word - Paragraphs

Paragraph Alignment
Line Spacing
Paragraph Spacing
Paragraph Indents
Bulleted Lists
Numbered Lists
Change List Type
Delete Lists
Tabs on the Ruler
The Tabs Dialog Box
Paragraph Borders
Background Color and Shading

Word - Pages & Print

Page Margins
Page Size
Page Orientation
Page Alignment
Page Numbers
Page Breaks
Envelopes
Labels
Page Borders
Spelling and Grammar
The Thesaurus
Word Count
Print Preview
Printing
Send a Document by Email

Outlook - Basics & Email

The Outlook Screen
Outlook Today
The Navigation Pane
Send Email
Receive Email
Reply to Messages
Forward Messages
Send Attachments
Receive Attachments
Delete Messages
Print Messages
Message Options
Draft Messages
Signatures

Outlook - Contacts & Calendar

Contact List
Add Contacts
Edit Contacts
Search Contacts
Add Email Sender
Delete Contacts
Distribution Lists
Print Contacts
Calendar Views
Schedule an Appointment
Edit an Appointment
Re-schedule an Appointment
Copy Appointments
Recurring Appointments
Delete Appointments
Schedule an Event
Set Reminders
Print Calendars

Outlook - Tasks & Organize

Add Tasks
Complete Tasks
Delete Tasks
Recurring Tasks
Regenerating Tasks
Task Views
Print Tasks
Folder Tasks
Sort Messages
Search Messages
Flag Messages