

Windows - Files & Folders

What is Windows?
Windows Desktop
Start Menu
File Storage
My Computer
The Folders Pane
Open Folders
Create and Rename Folders
Copy, Move, and Delete Folders
Open, Rename, and Delete Files
Copy and Move Files
Select Multiple Files and Folders
File Management with Folders Pane
The Recycle Bin
Search for Files and Folders

Windows - Email

Compose and Send Messages
Message Options
Receive and Sort Messages
Reply to Messages
Forward Messages
Check Spelling
Hyperlinks
Send Attachments
Receive Attachments
Delete Messages
Create Groups
Folder Tasks

Windows - Internet

A Brief History of the Internet
The World Wide Web
Web Browsers
Browse the Internet
 Address Bar
 Hyperlinks
 Navigation Toolbar
Favorites
 Add a Favorite Web Page
 Organize Favorites
Search the Internet
Copy & Paste from a Web Page
Internet Security

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 and Printing

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