

**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  
The Ribbon  
The Quick Access Toolbar  
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