Intro to Microsoft Word 2010

This is a very basic course and is designed for the user new to Microsoft Word.
Basic computer skills are required.

In this course you will learn:

How to create a basic document
How to move around within a document
What the ribbon and tabs are
How to adjust the margins of your page
How to change the paper size and orientation
How to change the look of your document using different fonts, font sizes and font colors
How to highlight, underline or use italics in your document
How to align your text to left, center or right of the page
How to move text in your document using Cut & Paste
How to copy text in your document using Copy & Paste
How to check your spelling
How to "Undo" a change you made in the document
How to save and print your document