

BASIC WORD

Lesson Plan.

Open a Document

- Word
- Save as
- Choose name/storage location
- In future save with floppy disk icon

Aligning

- Home/paragraph
- Left Align, Right Align, Center align

Font

- Default size is 11
- Default style may be changed.

Bold, italic. Underline – shortcut keys

- Color changes

Page Layout

- Page layout tab
 - Margins
 - Orientation
 - Line & paragraph spacing
 - Assignment: Write letter
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Adding a Table

- Insert Tab/Insert table
- Dimensions of table

- Column widths (Fixed column widths)
- Print size and style by cell, row or column
- Alignment within cells
- Assignment: make table.

Miscellaneous

- Curly arrow
- Using symbols