**Continuing Education Computer Basics for the Workplace**

**Microsoft Word**

1. Start Word
2. Create a new document
3. Add some text from Wikipedia or a web search
4. Show the rulers
5. Zoom in and out on a document
6. Show/Hide formatting marks
7. Save a document for the first time
8. Remove a hyperlink
9. Change the font size
10. Change the font
11. Change the font color
12. Italicize text
13. Clear formatting
14. Underline text
15. Bold text
16. Undo and redo an action
17. Repeat an action
18. Undo an automatic correction
19. Change the line spacing
20. Change the paragraph spacing
21. Remove space before or after a paragraph
22. Change the margins
23. Select nonadjacent text
24. Select all text in a document
25. Print a document
26. Change printing options
27. Close a document
28. Open a document
29. Save a document with a different name
30. Check spelling and grammar
31. Correct a spelling or grammar mistake
32. Change the orientation of a page
33. Apply a text effect
34. Apply font effects
35. Align a paragraph
36. Add a paragraph border
37. Apply paragraph shading
38. Format a paragraph border
39. Use the Format Painter
40. Insert a picture from a file
41. Add alt text to an object
42. Resize an object
43. Resize a picture to a percent of its original size
44. Apply a picture style
45. Add a page border
46. Apply bullets to paragraphs
47. Apply numbering to paragraphs
48. Promote or demote list items
49. Change the style of bullets
50. Use the Tell Me Box
51. Themes
52. Templates
53. Dictation: In Windows 10, go to Settings, Speech, Inking, & Typing to set it up; use + H to start it.

