

## **Plan**

- Quiz on Chapter 1 and 3
- Word, Tutorial 2
- (some of) Word, Tutorial 3

## Word Tutorial 2

- Spell checker
- Margins
- Find and Replace
- Moving and Copying text
- Basic formatting
  - Allignment
  - Fonts
  - Lists

## Spell checker

- Spell error, correction from dictionary
- Spell error, manual correction
  - Correct within spell checker
  - Correct within document
- No spell error, tell to ignore or add to dictionary

## Margins

- Whole document,
  - Page setup in File menu
- Part of document,
  - Select text and use the ruler
- One line,
  - Indent button

## Moving and Copying text

- Select text
- Clipboard, (visible through Task Pane)
  - Cut or Copy it to the clipboard
  - Paste it into the document
- In simple cases:
  - Drag it to the desired location

## Tutorial 3

- Breaks
- Tables
- Headers and Footers
  - Page numbers
  - Chapter title
  - Date