

## Level 1 Word

### Getting started with Word

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#### Working with text

This section covers items like:

- Being able to enter text in insert or overtype mode
- Being able to add and delete text
- Being able to move around a Word document

#### Working with documents

This section covers items like:

- Being able to save a new document and save changes to an existing document
- Being able to save a document in a different file format
- Being able to close a document
- Being able to start a new document
- Being able to set document properties
- Being able to open an existing document
- Being able to switch between multiple open documents

#### Changing the view of a document

This section covers items like:

- Being able to change the view of a document
- Being able to adjust the “zoom”

### Manipulating text

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#### Selecting text

This section covers items like:

- Being able to select specific amounts of text
- Being able to select consecutive and non-consecutive text
- Being able to use the selection bar

## **Undo and Redo**

This section covers items like:

- Knowing what editing text means
- Being able to use undo and redo

## **Using the Clipboard**

This section covers items like:

- Being able to cut, copy and paste
- Being able to use the Office Clipboard

## **Formatting text**

This section covers items like:

- Understanding what formatting text means
- Being able to apply formatting to text

## **Aligning text**

This section covers items like:

- Being able to align text

## **Borders and shading**

This section covers items like:

- Being able to add borders and shading

## **Using Format Painter**

This section covers items like:

- Being able to use the Format Painter tool

## **Setting tabs**

This section covers items like:

- Being able to understand tab settings
- Being able to use the ruler and the Tabs dialogue box to set tabs

## **Indenting paragraphs**

This section covers items like:

- Being able to work with indents

## **Bullets and Numbering**

This section covers items like:

- Being able to add Bullets and Numbering
- Being able to customise your lists

## **Paragraph formatting**

This section covers items like:

- Being able to change the line spacing in your document
- Being able to set the paragraph spacing in your document

## **Page formatting**

This section covers items like:

- Being able to change the paper size of your document
- Being able to change the page margins

## **Inserting special characters, symbols and date**

This section covers items like:

- Being able to insert symbols and special characters
- Being able to insert the date and time

## **Proofing and printing**

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### **Spell-checking your document**

This section covers items like:

- Being able to check the spelling and grammar of your document

### **Using the Thesaurus**

This section covers items like:

- Being able to use the Thesaurus

### **Using Find and Replace**

This section covers items like:

- Being able to find and replace text

### **Printing documents**

This section covers items like:

- Being able to preview your document
- Being able to print your document

## Layout and formatting

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### Inserting page and section breaks

This section covers items like:

Being able to insert page breaks

Being able to use section breaks

### Working with headers and footers

This section covers items like:

Being able to add page numbering

Being able to use headers and footers

### Using Publishing Format tools and Styles

This section covers items like:

Understanding publishing format tools

Being able to work with styles

### Outlining your document

This section covers items like:

Being able to outline a document

### Creating footnotes and endnotes

This section covers items like:

Being able to create footnotes and endnotes

## Working with objects

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### Working with pictures

This section covers items like:

Knowing what illustrations are

Being able to insert pictures

Being able to insert clip art

### Manipulating pictures

This section covers items like:

Being able to resize a picture

Being able to crop a picture

Being able to change the properties of a picture

Being able to move a picture

### **Using the drawing canvas and drawing shapes**

This section covers items like:

Knowing how to use the drawing canvas

Being able to draw shapes, lines and arrows

### **Working with other objects**

This section covers items like:

Being able to use gridlines

Being able to modify shapes

Being able to insert text boxes

Being able to arrange objects

## **Working with tables**

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### **Inserting tables**

This section covers items like:

Understanding how tables work

Being able to insert a table

Being able to draw a table

### **Formatting tables**

This section covers items like:

Being able to select and format text in a table

Being able to use Table Styles

Modifying table borders and shading

### **Adjusting tables**

This section covers items like:

Being able to adjust the width and height

Being able to change the alignment

Being able to insert and delete rows, columns and cells

Being able to merge and split rows, columns and cells

Being able to split a table

## Converting and sorting

This section covers items like:

- Being able to convert text or tables
- Being able to sort information in a table

## Collaboration tools

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### Working with others

This section covers items like:

- Knowing how to share information with others
- Being able to work with comments
- Being able to use and understand track changes