

Take MS Word to the Next Level

- Introductions
 - Sign-in
 - Adult Ed forms
 - Refreshments
 - Pass out packet
- Display Homework Chart project
 - Point out different components
 - Word Art
 - Picture
 - Textbox
 - Bullets
 - Table
- Word Art
 - Resize
 - Center
 - Change margins
- Save document (after each step)
 - Location
 - File name
- Add Page Border
 - Settings
 - Style
 - options
- Google image search
 - Save picture
 - Copy/paste picture
 - Resize picture
- Insert textbox
 - Format textbox
 - Resize textbox
- Enter text with bullets
 - Select bullet
 - Show agenda tabbed bullets
 - Increase/decrease indent
 - Show bullet shortcuts-*
- Insert table
 - Select number of columns and rows
 - Resize columns
 - Headings
 - Spacing
- Print document
 - Print preview
 - Select printer