

## **WORD 101 SEMINAR OUTLINE—UNIT 1—WORD BASICS**

<b>Lesson</b>	<b>Lesson Topic</b>
<b>SECTION 1</b>	
01-01	<a href="#">Getting Started</a>
01-02	<a href="#">Knowing the Screen</a>
01-03	<a href="#">Using Rulers and Toolbars</a>
01-04	<a href="#">Creating Documents</a>
01-05	<a href="#">Working with Documents</a>
01-06	<a href="#">Choosing Menu Commands and Exiting Word</a>
<b>SECTION 2</b>	
02-01	<a href="#">Typing Documents</a>
02-02	<a href="#">Inserting Symbols and Foreign Characters</a>
02-03	<a href="#">Making Breaks</a>
02-04	<a href="#">Editing with Helpful Techniques</a>
02-05	<a href="#">Exploring a Document</a>
02-06	<a href="#">Going To Places in a Document</a>
02-07	<a href="#">Jumping to Bookmarks in a Document</a>
02-08	<a href="#">Viewing Documents</a>

## **WORD 101 SEMINAR OUTLINE—UNIT 2—WORD BASICS, CONTINUED**

<b>Lesson</b>	<b>Lesson Topic</b>
<b>SECTION 3</b>	
03-01	<a href="#">Selecting Text</a>
03-02	<a href="#">Moving Text</a>
03-03	<a href="#">Copying Documents</a> (see also <a href="#">Document to Copy</a> )
<b>SECTION 4</b>	
04-01	<a href="#">Getting Help from the Office Assistant</a>
04-02	<a href="#">Getting Help from the Word Help Program</a>
04-03	<a href="#">Getting Technical Help</a>
<b>SECTION 5</b>	
05-01	<a href="#">Preparing Your Printer</a>
05-02	<a href="#">Previewing Documents Before You Print</a>
05-03	<a href="#">Printing Your Documents</a>
05-04	<a href="#">Printing Labels</a> (see also <a href="#">Labels to Print</a> and <a href="#">Labels—WORD 101 Seminar</a> )

## **WORD 101 SEMINAR OUTLINE—UNIT 3—FORMATTING BASICS**

<b>Lesson</b>	<b>Lesson Topic</b>
<b>SECTION 6</b>	
06-01	<a href="#">Speeding Up Your Work</a>
06-02	<a href="#">Finding and Replacing Things</a>
06-03	<a href="#">Using AutoText</a>
06-04	<a href="#">Using AutoCorrect</a>
<b>SECTION 7</b>	
07-01	<a href="#">Dressing Up Text Simply</a>
07-02	<a href="#">Dressing Up Fonts</a>
07-03	<a href="#">Dressing Up Text with Text Effects</a>
07-04	<a href="#">Dressing Up Paragraphs</a>
07-05	<a href="#">Dressing Up Headings</a>
07-06	<a href="#">Punctuating Text</a>

## **WORD 101 SEMINAR OUTLINE—UNIT 4—FORMATTING BASICS, CONTINUED**

<b>Lesson</b>	<b>Lesson Topic</b>
<b>SECTION 8</b>	
08-01	<a href="#">Formatting Paragraphs</a>
08-02	<a href="#">Indenting Paragraphs</a>
08-03	<a href="#">Using Tabs</a>
08-04	<a href="#">Setting Space Between Lines and Paragraphs</a>
08-05	<a href="#">Controlling Text on Pages</a>
<b>SECTION 9</b>	
09-01	<a href="#">Setting Margins</a>
09-02	<a href="#">Breaking Documents Into Sections</a>
09-03	<a href="#">Using Headers and Footers</a>
09-04	<a href="#">Numbering Pages</a>
09-05	<a href="#">Dressing Up Headers and Footers</a>
09-06	<a href="#">Orienting Pages</a>
09-07	<a href="#">Using Borders on Pages</a>
09-08	<a href="#">Aligning Text on Pages</a>

## **WORD 101 SEMINAR OUTLINE—UNIT 5—PROFESSIONAL LOOKING DOCUMENTS**

<b>Lesson</b>	<b>Lesson Topic</b>
<b>SECTION 10</b>	
10-01	<a href="#">Organizing Lists</a>
10-02	<a href="#">Bulleting and Numbering Lists Simply</a>
10-03	<a href="#">Dressing Up Bulleting and Numbering</a>
<b>SECTION 11</b>	
11-01	<a href="#">Correcting Typing Errors</a>
11-02	<a href="#">Correcting Spelling</a>
11-03	<a href="#">Correcting Grammar</a>
11-04	<a href="#">Using the Thesaurus</a>
11-05	<a href="#">Using Foreign Languages</a>
<b>SECTION 12</b>	
12-01	<a href="#">Styling Text and Paragraphs</a>
12-02	<a href="#">Applying Styles</a>
12-03	<a href="#">Using Format Painter</a>
12-04	<a href="#">Creating Styles—Part 1</a>
12-05	<a href="#">Creating Styles—Part 2</a>
12-06	<a href="#">Changing Styles</a>
12-07	<a href="#">Renaming and Deleting Styles</a>
12-08	<a href="#">Building Templates</a>

**WORD 101 SEMINAR OUTLINE—UNIT 6—PROFESSIONAL LOOKING DOCUMENTS,  
CONTINUED**

Lesson	Lesson Topic
<b>SECTION 13</b>	
13-01	<a href="#">Using Artwork in Documents</a>
13-02	<a href="#">Inserting Graphics</a> (see also <a href="#">Graphics to Insert</a> )
13-03	<a href="#">Using Watermarks</a>
13-04	<a href="#">Using Text Boxes</a>
13-05	<a href="#">Linking Text Boxes</a>
13-06	<a href="#">Drawing Your Own Images</a>
13-07	<a href="#">Doing Tasks with Objects</a>
13-08	<a href="#">Making Objects Line Up</a>
13-09	<a href="#">Using the Grid</a>
13-10	<a href="#">Changing Objects</a>
13-11	<a href="#">Changing the Orientation of Objects</a>
13-12	<a href="#">Putting Borders on Objects</a>
13-13	<a href="#">Filling Objects</a>
13-14	<a href="#">Giving Depth to Objects</a>
13-15	<a href="#">Overlapping Objects</a>
13-16	<a href="#">Grouping Objects</a>
13-17	<a href="#">Surrounding Objects with Text</a>
13-18	<a href="#">Adjusting the Distance of Objects from Text</a>

## **WORD 101 SEMINAR OUTLINE—UNIT 7—TABLES AND COLUMNS**

<b>Lesson</b>	<b>Lesson Topic</b>
<b>SECTION 14</b>	
14-01	<a href="#">Making Tables</a>
14-02	<a href="#">Sorting Data in Tables</a>
14-03	<a href="#">Selecting Parts of a Table</a>
14-04	<a href="#">Adding and Subtracting Parts of a Table</a>
14-05	<a href="#">Rearranging Parts of a Table</a>
14-06	<a href="#">Changing Sizes in a Table</a>
14-07	<a href="#">Merging Cells and Splitting Cells (Tables, Too)</a>
14-08	<a href="#">Making Data Line Up in Tables</a>
14-09	<a href="#">Handling Table Breaks</a>
14-10	<a href="#">Dressing Up Tables</a>
14-11	<a href="#">Orienting Tables on a Page</a>
14-12	<a href="#">Surrounding Tables with Text</a>

## **WORD 101 SEMINAR OUTLINE—UNIT 8—TABLES AND COLUMNS, CONTINUED**

<b>Lesson</b>	<b>Lesson Topic</b>
<b>SECTION 15</b>	
15-01	<a href="#">Considering Methods for Making Columns</a>
15-02	<a href="#">Using the Columns Button</a>
15-03	<a href="#">Using the Columns Dialog Box</a>
15-04	<a href="#">Making Columns Look Right on the Page</a>
15-05	<a href="#">Using Text Boxes Instead of Columns</a>
15-06	<a href="#">Using Tables Instead of Columns</a>
15-07	<a href="#">Making Notes in Margins</a>
15-08	<a href="#">Making Forms</a>