



Software Learning Centers
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A Division of Moore Solutions inc

Moving from WordPerfect for Windows to Word for Windows: Document Formatting

Course specifications

Course number: 60-301

Course length: ½ day

Course Description

Overview: Students will learn how to translate their WordPerfect for Windows document formatting knowledge to Word for Windows.

Prerequisites: Basic understanding of Windows, intermediate knowledge of WordPerfect, and advanced understanding of word processing concepts.

Delivery method: Instructor-led, group-paced, classroom-delivery learning model with structured hands-on activities.

Benefits: Students will learn how to format Word for Windows documents.

Target student: Students enrolling in this course should understand word processing and Windows terminology.

What's next: This is the first course in this series. Moving from WordPerfect for Windows to Word for Windows: Advanced Topics, the next course in this series, teaches students how to perform intermediate level Word for Windows skills to automate their work load.

Performance-based objectives

Lesson objectives help students become comfortable with the course, and also provide a means to evaluate learning. Upon successful completion of this course, students will be able to:

- Change the appearance of a document by using character formatting.
- Change the appearance of entire paragraphs by using paragraph formatting.
- Change the overall appearance of a document by working with margins, page breaks, and headers and footers.
- Use styles to affect the appearance of paragraphs.
- Create and use templates, and change defaults in the Normal template.

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Course content

Lesson 1: Character formatting

- Orientation to Word for Windows
- Fonts and font sizes
- Format painter

Lesson 2: Paragraph formatting

- Paragraph formatting
- Paragraph borders
- Working with indents, numbered lists, and bulleted lists
- Working with tabs

Lesson 3: Page formatting

- Headers and footers
- Margins

Lesson 4: Introduction to styles

- Applying styles
- Creating styles
- Understanding character styles
- Redefining and deleting styles

Lesson 5: Introduction to templates

- Using the Normal template
- Modifying the default font

Appendix A: Managing documents in Word for Windows

- Viewing and sorting documents
- Controlling file searches
- Managing files

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Appendix B: Managing documents in Word for Windows Locating and managing documents

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