Microsoft Word Basic Outline

Domain 1: Getting started

1.1 The Word window
1.2 New documents
1.3 Word Help

Domain 2: Navigation and selection techniques

2.1 Document navigation
2.2 Selection techniques

Domain 3: Editing text

3.1 Working with text
3.2 Using the Undo and Redo commands
3.3 Cutting, copying, and pasting text

Domain 4: Formatting text

4.1 Character formatting
4.2 Tab settings
4.3 Paragraph formatting
4.4 Paragraph spacing and indents
4.5 Automatic formatting

Domain 5: Tables

5.1 Creating tables
5.2 Working with table content
5.3 Changing table structure

Domain 6: Page layout

6.1 Headers and footers
6.2 Margins
6.3 Page breaks

Domain 7: Proofing and printing documents
7.1 Checking spelling and grammar
7.2 Using AutoCorrect
7.3 Finding and replacing text
7.4 Printing documents

Domain 8: Graphics

8.1 Adding graphics and clip art
8.2 Working with graphics