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### **word processing basic skills pdf**

Essential Skills for Word Processing: Microsoft Word 2007 Page 7 Computer Course Pre-Evaluation  
Congratulations on starting up the Essential Skills for Word Processing

### **Essential Skills for Word Processing: Microsoft Word 2007**

2011 Computer Training Services BASIC WORD PROCESSING SKILLS A six week one-to-one “ Using  
Microsoft Word This six week one-to-one basic computer course will give you an introduction to using a

### **BASIC WORD PROCESSING SKILLS Using Microsoft Word**

Basic word processing operations include editing and saving files, using the clipboard, recognizing user  
interface features, spell check, and printing files. Objectives and Skills . Objectives and skills for basic word  
processing concepts include: Create a new document: enter text; delete; save; save as; Use basic edit  
features: cut; copy; paste

### **Computer Skills/Basic/Word Processing - Wikiversity**

Word Processing: Basic Editing Skills Task 3 (2003) Functional Skill: Format text to enhance its effect; Tables  
; Charts Skills: • basic formatting • Spell check • Change case • Drop cap • Paragraph marks  
• Delete text • Bullet points • Page break • Header • Page numbers • Find and replace •  
Cut and paste text • Paragraph line spacing • Format paint tool • Insert ...

### **Word Processing: Basic Editing Skills Task 3 (2003)**

and Employment Skills Computer Basics and Word Processing ... basic kinds of computers: PCs and Macs. 9  
24. MENU BAR: The words at the top of the screen. Click on these words and you see menus of other things  
you can do. 25. MENU: A list of other things you can do. You see a menu when you click on one of the words  
on the Menu Bar. 26. MICROSOFT: A software company owned by Bill Gates. 27 ...

### **Adult Computer and Employment Skills - Innovate**

processing program, the better you will become at creating documents. In each exercise, you are given the  
Header and Footer Instructions, the Document Settings, Instructions for Typing the Document, and Editing  
Instructions.

### **Word Processing Practice Exercises - didIjumpstart**

Basic options/preferences in the Microsoft Word 2010 All basic options/preferences changes (e.g. user name,  
default save location) are done via the Word Options dialog box.

### **Handbook - Word processing - Microsoft Word 2010**

Word Processing Skills and Understanding Remember if I am teaching at your school and you are stuck for  
ideas if you email me a copy of your planning and indicate which skills you need to cover I will come up with  
activity ideas.

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