

Word 101



For Loveland Public Library

What You Will Gain From This Class

BY THE END OF THIS curriculum, you will have an understanding of some of the following (time permitting):

- Open & navigate within a Word document
- Create & save Word documents
- Arrange the Word workspace
- Navigate among multiple documents
- Copy, move, revise & delete text
- Preview & review documents
- Configure Word using settings in Word Options
- Apply formatting

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