



Word I Core Proficiencies

Inserting and Modifying Text

- Insert, modify, and move text and symbols
- Apply and modify text formats
- Correct spelling and grammar usage
- Apply font and text effects
- Enter and format Date and Time
- Apply character styles

Creating and Modifying Paragraphs

- Modify paragraph formats
- Set and modify tabs
- Apply bullet, outline, and numbering format to paragraphs
- Apply paragraph styles

Formatting Documents

- Create and modify a header and footer
- Apply and modify column settings
- Modify document layout and Page Setup options
- Create and modify tables
- Preview and Print documents, envelopes, and labels

Managing Documents

- Manage files and folders for documents
- Create documents using templates
- Save documents using different names and file formats

Working with Graphics

- Insert images and graphics
- Create and modify diagrams and charts

Web Page Development

- Insert hyperlinks in a document
- Add backgrounds
- Modify bullets
- Use frames
- Use webpage wizard
- Save document as html



Workgroup Collaboration

- Compare and Merge documents
- Insert, view and edit comments
- Tracking changes
- Email documents and versions