THE SCREEN
- Title Bar
- Minimize / Restore / Close
- Ribbon - Tabs & Groups
- File Tab and Backstage View
- Quick Access Toolbar
- Ruler
- Status Bar

MANAGING TEXT
- Changing the default line and paragraph spacing
- Entering & Deleting Text
- Adding & Correcting Text
- Insert Date
- Undo / Redo
- Zoom
- Show/Hide
- Views
- Click And Type Feature
- AutoCorrect

MANAGING FILES
- Save
- Save As
- Creating folders as you save
- Compatibility Mode
- Open / Close
- Pinning of a document
- Navigating
  - Scroll Bars / Keyboard
- Print Preview
- Printing
- Quick Print

FORMATTING TEXT
- Selecting Text
- Font / Size / Color
- Bold / Italic / Underline
- Strikethrough / Subscript / Superscript
- Change Case
- Clear Formatting
- Format Painter
- Mini Toolbar
- Alignment
- Line spacing
- Page Breaks

PAGE LAYOUT
- Margins
- Page Orientation
- Size

PAGE BACKGROUND
- Watermark
- Page Color
- Align Text Vertically
- Cover Page

WORKING WITH LISTS
- Indents
- Bullets
- Numbering
- Multi-level Lists
- Symbols

BORDERS & SHADING
- Borders
- Text Borders
- Custom Borders
- Shading
- Page Borders / Border Art

CUT / COPY /PASTE
- Ribbon / RMC / Keyboard
- Paste Special

MISC
- Smart Tags
- Switching Between Files

TOOLS
- Spell Checker
- Grammar Checker
- Thesaurus

FIND
- Find
- Replace
- Go To

PERSONALIZE
- E-mail Attachments
- Color Scheme
- User Name

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