

# Introduction to MSWord Skills Checklist

I can:

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1	enter and edit text by inserting and deleting (using the backspace key )		Cr & Presenting Level A
2	save my document for the first time using File > Save As		Using Tech Level B
3	highlight text and change its format and appearance, – typeface, size and style, colour - alignment (left, centre, right, justify)		Cr & Presenting Level A Cr & Pres Level B
4	select all the text (CTRL + A)		Cr & Presenting Level B
5	save my work as I go along using CTRL and S		Using Tech Level B
6	cut, copy and paste (by dragging highlighted text) and also by using CTRL + X (cut) CTRL + C (copy), CTRL + V (paste),		Cr & Presenting Level B
7	use the spell checker. (Either by using the tool, or right click on a miss-spelt word)		Cr &Presenting Level D
8	add words to the spellchecker's dictionary. (Right click on the word and then click on Add)		Cr &Presenting Level D
9	use <i>Word Art</i>		Cr &Presenting Level B and C
10	manipulate and delete Word Art		Cr &Presenting Level C
11	draw lines and arrows		Cr &Presenting Level C
12	draw other shapes and shadows		Cr &Presenting Level C
13	insert clipart, move and re-size pictures		Cr &Preentings Level B & C
14	copy pictures		Cr &Presenting Level C

For Information

The above elements on this checklist are the Microsoft 'Word' skills covered in the Microsoft Office 101 online course, (accessed from your **NOF training** CD-Rom.)