

Training Solutions, Inc.

Microsoft Word and Outlook Features for Classic Moving and Storage, Catawba Valley Community College

Section 1 - Word Basics

- Screen Elements
- Entering text
- Moving around in a document
- Getting Help

- Tracking Options
- Creating a Signature
- Using a Signature
- Creating and Using a Distribution List

Section 2 - Formatting a Document

- Formatting Toolbar
- Format Font Menu
- Paragraph Formatting
- Line Spacing
- Use the Ruler
- Indented Paragraphs
- Bulleted Paragraphs
- Numbered Paragraphs
- Page Margins
- Paper Size and Orientation

Section 6 - Inbox Folders

- Creating a Folder
- Moving a Message to a Folder
- Using Find and Organize
- Deleting a Folder

Section 7 - Message Views

- Displaying the Advanced Toolbar
- Message with AutoPreview
- Reading Pane
- Creating a Custom View for Mail

Section 3 - Editing a Document

- Edit and Tools Menus
- Spell and Grammar Check
- Find and Replace
- Cut, Copy and Paste Text

Section 8 - Calendar

- Create an Appointment
- Recurring Appointments
- Annual Events
- Calendar Views
- Colors for Appointment Types
- Printing a Calendar

Section 4 - Workplace

Productivity

- Working with Multi-Page Documents
- Page Breaks
- Page Numbering
- Headers and Footers

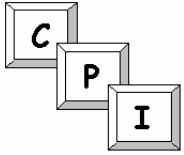
Section 9 - Tasks

- Creating a New Task
- Recurring Tasks
- Completed Tasks
- Assign a Task to Another Person
- Using Outlook Today

Section 5 - Outlook Message

Handling

- Flagging Messages
- Message Options



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Section 10 - Contacts

- Viewing an Existing Contact
- Create a New Contact
- Create a New Contact from the Same Company
- Editing an Existing Contact
- Contact Views
- Printing Contacts