

1. Explain the difference between a text file and a document, and know the common word processing data formats and extensions.
2. Explain the purpose of the Title bar.
3. Know how to open, save, and print a document. Differentiate between Save and Save as.
4. Describe the different document views offered by Word, including zooming and Print Preview.
5. Know the most common keystrokes and mouse methods to quickly move through a document.
6. Know how to select various qualities of text, such words, lines, paragraphs, etc.
7. Explain the use of the keys: Backspace, Delete, Insert, Tab and Escape.
8. Know the purpose and location of the Ribbon, Quick Access Toolbar, Status bar, Ruler, and Vertical and Horizontal scroll bars.
9. Explain how to control margins, indents, columns, and tab stops for selected paragraphs.
10. Describe what the Show/Hide toggle button does.
11. Explain Word's AutoCorrect feature and how it differs from Spell Check.
12. Define the word processing terms: word wrap, cursor, insertion point, overtype, selecting, formatting, live preview, style, default, hanging indent, WordArt, hard (& soft) return, hard (& soft) page break, nonbreaking hyphens, field, widows & orphans.
13. Know how paragraph formatting differs from page layout or font definition.
14. Describe the use of the keyboard shortcuts: Ctrl+A, Ctrl+C, Ctrl+V, and Ctrl+X.
15. Explain the terms: typeface, type style, type size, points, character set, and font.
16. Explain the Word features for checking spelling and grammar, and the Thesaurus feature.
17. Explain the different paragraph alignments in Word and how tabs are handled.
18. Explain the relationship between the Office Clipboard and the Windows Clipboard.
19. Know how to use the search and replace features in Word and the options offered.
20. Explain the how the Undo feature works in Word and its limitations.
21. Explain the difference between the "insert mode" and the "overtyping mode" and how to switch between them.
22. Know how Word handles footnotes and endnotes, and the meaning of the terms "reference" and "note reference mark".
23. Explain the features Word offers related to pictures and how to use them. Also know how to maintain an aspect ratio and how to compress a picture.
24. Know how to create and manipulate a Word table.
25. Know how to use the Format Painter feature.
26. Describe how Word handles headers and footers and title pages.
27. Know which data formats Word 2010 can read and write.