

Word 2010 Standard Topics**Word 2010 Basic Topics****Word 2010 Advanced Topics**

Find Text	Rotate a graphic	Convert a hyperlink to regular text
Replace Text	Insert text	Edit a citation
Check Spelling	Move text	Use Paste Options
Insert Text	Select text	Insert a symbol
Move Text	Cut and paste text	Increase the sharpness of a picture
Cut and paste text	Copy and paste text	Insert a screenshot
Insert a symbol	Undo and redo an action	Create a footnote
Open Document	Correct a misspelled word	Change the theme
Close Document	Create New Document - Blank	Create a new Quick Style
Save As - Location	Create a new document from template	Apply a style to a paragraph
Display the ruler	Open Document	Add a page border
Insert a page break	Close Document	Insert a building block
Insert page numbers	Save Document	Separate headers between sections
Change the font	Exit Word	Insert a section break
Adjust Line Spacing	Start Word	Create a numbered list
Change the theme	Create a new file from an existing file	Insert a citation
Create a new Quick Style	Change the font	Insert a bibliography
Add a page border	Bold text	Create a source
Italicize text	Adjust Line Spacing	Insert a hyperlink
Center a paragraph	Change the font size	Insert a column break
Create a bulleted list	Center a paragraph	Balance columns
Create a document header	Create a bulleted list	Specify the merge document template
Modify document properties	Change the color of text	Specify the merge data source
Modify document margins	Right-align a paragraph	Insert a merge field
Print Document	Modify document margins	Merge the document with the data source
Create and print an envelope	Create custom margins	Table – Merge Cells
Insert a picture	Print Document	Wrap text around a graphic
Wrap text around a graphic	Enter data in a table	Apply a table style
Modify a SmartArt graphic	Insert clip art	Remove the background of a picture
Insert a screenshot	Help – Display Document	Modify the tone of a picture
Zoom		Resize a graphic
Help – Display Document		Resize table columns to fit contents
Insert a citation		Modify a building block
Create an AutoCorrect entry		Use the Format Painter
		Toolbars - Customize
		Change the theme colors and theme fonts
		Navigation Pane – reorganize a document

Word 2013 Beginner Topics**Word 2013 Intermediate Topics****Word 2013 Advanced Topics**

Insert a symbol	Correct a misspelled word	Modify the Document properties
Insert text	Insert text	Reorganized a document in the Navigation Pane
Correct a misspelled word	Insert a symbol	Use Paste Options
Move text	Compare Documents	Insert text from a file
Select text	Move text	Edit a PDF document
Copy and paste text	Modify the Document properties	Combine documents
Undo and redo an action	Find and replace text	Insert a linked Excel file in a document
Create a bulleted list from existing text	Find text	Change the theme
Cut and paste text	Save a Document	Insert a screenshot
Create a new document from a template	Create a new document from a template	Format Text as Columns
Open an existing document	Open an existing document	Create a Quick Style
Save a Document	Protect a form	Format text as a drop cap
Create a new blank document	Create a Quick Style	Create a hanging indent
Close a document	Create a document header	Create a screen tip or a hyperlink
Exit Word	Change line spacing	Adjust character spacing
Start Word	Change bullet style	Reveal the formatting in a document
Change the font	Set a tab stop	Change the paper size
Change line spacing	Change the font	Create alternating odd/even footers
Change document margins	Insert a screenshot	Link header to previous section
Change the font size	Change the theme	Create a master document
Center a paragraph	Display the ruler	Convert a paragraph to a text box
Change the font color	Change document margins	Set print scaling options
Right-align a paragraph	Insert a page break	Print a selection
Set custom margins	Format Text as Columns	Use formulas in a table
Bold text	Print a document	Compress document pictures
Print a document	Switch to Print Layout view	Modify an Excel chart
Enter data in a table	Add a shape to SmartArt	Update a linked Excel object in Word
Insert clip art	Wrap text around a graphic	Specify the dimensions of WordArt
Rotate a graphic	Create a table	Change picture brightness and contrast
Zoom	Add a page border	Recolor a picture
	Repeat a table header row across pages	Remove a picture background
	Zoom	Insert a Citation
	Insert a Citation	Use a Wizard to specify a Mail Merge template
	Search Help	Change track changes options
	Change track changes options	Search Help
	Use a Wizard to specify a Mail Merge template	Display a field code in a document
	Undo an autocorrection	