

CHAPTER OVERVIEW

3: Microsoft Word Basic Skills

Learning Objectives

- Create and save files in Microsoft Word
- Format text in Microsoft Word clarity
- Use spell check and find and replace tools
- Create and format numbered and unnumbered lists

3.1: Why It Matters- Microsoft Word Basic Skills

3.2: Introduction to Using Word

3.3: Creating a New Blank Document and Finding Your Way Around

3.4: Saving Files

3.5: File Extensions

3.6: Introduction to Basic Text Formatting

3.7: Selecting and Moving Text

3.8: Bold, Italics, Underline

3.9: Fonts

3.10: Alignment, Justification, and Indentation

3.11: Line and Paragraph Spacing

3.12: Introduction to Workspace Tools

3.13: Spell Check and Dictionaries

3.14: Find and Replace

3.15: Introduction to Lists

3.16: Lists

3.17: Putting It Together- Microsoft Word Basic Skills

3.18: Assignment- Create Basic Document

3.19: Discussion- Paragraph Styles

3: Microsoft Word Basic Skills is shared under a [CC BY](#) license and was authored, remixed, and/or curated by LibreTexts.