Word Skills

* Open a new document
* Save a document
* Save a file that is attached to an email
* Attach a file to an email
* Select text (including all text)
* Change font, font size, font color, etc
* Toggle font’s bold, italics, etc
* Other font formatting, such as small cap’s etc.
* Paragraph formatting
	+ Vertical space before or after paragraph
	+ Horizontal space in a paragraph (indenting, hanging, etc)
* Page layout
	+ Margins
	+ Portrait or landscape
* Spell check
* Word count
* Insert image Center/left/right/justify
* Make a table
	+ Insert/delete rows and columns
	+ Merge cells
	+ Resize rows and columns
	+ Shade table cell
	+ Align text vertically and horizontally in cell
	+ Add/delete cell borders
	+ Change border thickness, color, etc
	+ Show/hide gridlines
	+ Center table as a whole
	+ Change text direction/orientation
	+ Distribute columns/row evenly
* Subscripts/superscripts
* Insert symbols
* Add page or continuous breaks (section breaks)
* Show/hide formatting marks
* Insert endnote or footnote
* Make a numbered or bulleted list
	+ Customize bullets in list (change color, shape, etc)
	+ Control indentation of list
* Make text into multiple columns
* Insert shape (line, square, etc) and change its size, color, etc.
* Insert a footer/header
* Use Print Preview
* Use track changes
* Password protect a file
* Equation Editor
	+ Subscript/ superscript
	+ Fraction
	+ Parentheses & brackets
	+ Symbols
	+ Integration and summation
	+ Accents
	+ Matrices
	+ Square root