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