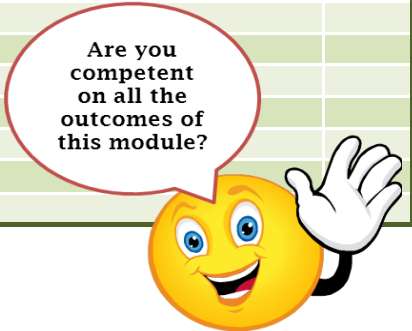


# Microsoft Office Word 2016 Level 1 - Checklist



Outcomes Achieved	X
<b>Lesson 1: Getting Started with Word 2016: Page 2 - 31</b>	
Identify the components of the Word Interface	
Customise the Word Interface	
Display a document in different views	
Entering text & saving a document	
<b>Lesson 2: Editing Text in a Word Document: Page 40 - 54</b>	
Select & Modify text	
Find & Replace text	
<b>Lesson 3: Modifying the Appearance of Text in a Word Document: Page 64 - 108</b>	
Apply Character Formatting	
Align text using tabs	
Display text as list items	
Modify the layout of a paragraph	
Apply Styles	
Manage Formatting	
Apply Borders and Shading	
<b>Lesson 4: Inserting Special Characters &amp; Graphics: Page 118 - 123</b>	
Insert symbols & special characters	
Add illustrations to a document	

Outcomes Achieved	X
<b>Lesson 5: Organising Data in Tables: Page 134 - 156</b>	
Insert & Modify a table	
Format a table	
Convert text to a table	
<b>Lesson 6: Proofing a Document: Page 164 - 177</b>	
Check Spelling & Grammar	
Use the Thesaurus	
<b>Lesson 7: Controlling the Appearance of Pages: Page 188 - 196</b>	
Apply Page borders and colour	
Add a Watermark	
Add Headers & Footers	
<b>Lesson 8: Printing Word Documents: Page 210 - 221</b>	
Control Page Layout	
Preview & Print a document	
<b>Final Assessment</b>	



<b>Student Name and Surname:</b>
<b>Identity Number:</b>
<b>Date:</b>

<b>Signed:</b>
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