**Multi-State Advanced Manufacturing Consortium**

US DOL SPONSORED TAACCCT GRANT: TC23767
PRIMARY DEVELOPER: Reggie Fluker – Henry Ford College

| RELEASE DATE | 12/21/2015 |
| VERSION | v 001 |
| PAGE | 1 of 3 |

# Digital Literacy II: Office Productivity
## Unit 2 Word Processing
## STUDY GUIDE

Complete this Unit and you will be able to perform the following skills in Microsoft Word 2013

- Navigate the Word environment
- Identify and describe elements of Word's interface
- Create, open, and save documents
- Enter and edit text
- Format text, paragraphs, and lists
- Check spelling and grammar
- Modify page layout and print documents
- Convert text into hyperlinks
- Insert, edit, and arrange pictures
- Insert and format tables

Read the lessons outlined below at http://www.gcflearnfree.org/word2013. Each lesson consists of multiple web pages; click the page-number links at the bottom of each page to navigate the entire lesson.

For each lesson:

- Download the practice document (link at the top of page 1)
- Watch the videos (where applicable)
- Practice word-processing skills by following along on your PC
- Complete the Challenge questions on the last page

NOTE: The web pages that you read may include links to further references or other websites. You are not required to follow the links and read the additional information unless you need further clarification to understand a topic or learn a particular skill.

**For each chapter, read all pages and complete the associated Challenge questions unless noted otherwise**

**Multi–State Advanced Manufacturing Consortium**

US DOL SPONSORED TAACCCT GRANT: TC23767

PRIMARY DEVELOPER: Reggie Fluker – Henry Ford College

| RELEASE DATE | 12/21/2015 |
| VERSION | v 001 |
| PAGE | 2 of 3 |

# Digital Literacy II: Office Productivity
## *Unit 2 Word Processing*
## *STUDY GUIDE*

WORD FUNDAMENTALS

1. Chapter 4: Getting to Know Word
2. Chapter 5: Creating and Opening Documents (pages 1, 2)
3. Chapter 6: Saving and Sharing Documents (pages 1-3)
4. Chapter 7: Text Basics
5. Chapter 8: Formatting Text
6. Chapter 14: Hyperlinks
7. Chapter 11: Indents and Tabs (pages 1, 2)
    a. On page 2, read "To indent using the Indent commands"
    b. Skip remaining sections on page 2
8. Chapter 13: Lists (pages 1, 2)
9. Chapter 18: Picture and Text Wrapping
10. Chapter 23: Tables (pages 1-3)
    a. On page 3, read "To apply a table style"
    b. Skip the remaining sections on page 3
11. Chapter 25: Checking Spelling and Grammar (pages 1, 2)
12. Complete Lab 1

PAGE LAYOUT and PRINTING

13. Chapter 15: Breaks (pages 1, 3)
14. Chapter 9: Page Layout
15. Chapter 10: Printing Documents
16. Complete Lab 2

**Multi-State Advanced Manufacturing Consortium**

US DOL SPONSORED TAACCCT GRANT: TC23767
PRIMARY DEVELOPER: Reggie Fluker – Henry Ford College

| | |
|---|---|
| RELEASE DATE | 12/21/2015 |
| VERSION | v 001 |
| PAGE | 3 of 3 |

# Digital Literacy II: Office Productivity
## *Unit 2 Word Processing*
## *STUDY GUIDE*

## SAFETY DISCLAIMER:

M-SAMC educational resources are in no way meant to be a substitute for occupational safety and health standards. No guarantee is made to resource thoroughness, statutory or regulatory compliance, and related media may depict situations that are not in compliance with OSHA and other safety requirements. It is the responsibility of educators/employers and their students/employees, or anybody using our resources, to comply fully with all pertinent OSHA, and any other, rules and regulations in any jurisdiction in which they learn/work. M-SAMC will not be liable for any damages or other claims and demands arising out of the use of these educational resources. By using these resources, the user releases the Multi-State Advanced Manufacturing Consortium and participating educational institutions and their respective Boards, individual trustees, employees, contractors, and sub-contractors from any liability for injuries resulting from the use of the educational resources.

## DOL DISCLAIMER:

This product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.

## RELEVANCY REMINDER:

M-SAMC resources reflect a shared understanding of grant partners at the time of development. In keeping with our industry and college partner requirements, our products are continuously improved. Updated versions of our work can be found here: http://www.msamc.org/resources.html.