



Microsoft®

Word 2021 Basic

Learn the Word 2021 basics: Create business-ready documents; insert and move text; format text and paragraphs; work with tabs; print; and more.

Word Fundamentals

1.1 Understand the Screen

The Word Screen

1.2 Create New Documents

Create a Blank Document

Create a Document From a Template

1.3 Open a File

Open a Document

Open a PDF for Editing

1.4 Save a File

Save a Document

Toggle AutoSave

Save Progress

Save As a New File and/or Location

Save to Different File Formats

1.5 AutoRecover

Recover a Document

AutoRecovery Settings

1.6 Navigate a Document

1.7 View Documents

Change Document Views

Change Document Scrolling

Zoom

Show or Hide Formatting Symbols

View Multiple Documents

1.8 Print

1.9 Share a Document

Share a Document

Share with a Link

Work With and Edit Text

1.10 The Quick Access Toolbar

The Quick Access Toolbar
Customize the Quick Access Toolbar

1.11 Help

The Tell Me Field
The Help Pane

1.12 Document Properties

View and Edit Document Properties
View Advanced Properties

1.13 Inspect a Document

Check Accessibility
Check Compatibility

1.14 Close and Exit

Close a Document
Close Word

2.1 Select and Edit Text

Select a Block of Text
Select a Sentence
Select a Line of Text
Select a Paragraph
Select Everything
Select a Word
Edit Text

2.2 Cut, Copy, and Paste

Copy and Paste
Cut and Paste

2.3 Undo, Redo, and Repeat

Make Changes
Undo Multiple Changes
Undo a Single Change
Redo
Repeat

2.4 Check Spelling and Grammar

Use AutoCorrect
Spelling and Grammar Errors
Correct a Spelling or Grammar Error
Ignore a Spelling or Grammar Error
Add a Word to the Dictionary

Format Text and Paragraphs

2.5 Word Count and Thesaurus

Find the Word Count
Use the Thesaurus

2.6 Find and Replace Text

Find Text
Use Advanced Find
Replace Text

2.7 Insert Symbols

2.8 Insert Text from Another File

2.9 Use AutoCorrect

Add New AutoCorrect Entries

3.1 Format Fonts

Change the Font
Change the Font Size
Change the Font Color
Apply Bold, Italic, or an Underline.
Change the Case
Clear Formatting

3.2 Create Lists

Numbered Lists
Bulleted Lists
Change the List Style

3.3 Paragraph Alignment

Align a Paragraph

3.4 Borders and Shading

Add a Border
Add Shading
Additional Border and Shading Options

3.5 Line and Paragraph Spacing

Change Line Spacing
Change Paragraph Spacing

3.6 Copy Formatting

3.7 Indent Paragraphs

Format the Page

3.8 Tab Stops

- Set a Tab Stop Using the Ruler
- Set a Custom Tab Stop
- Move or Remove a Tab Stop

3.9 Find and Replace Formatting

4.1 Adjust Margins

- Choose a Margin Size
- See Custom Margins

4.2 Paper Size and Orientation

- Change Paper Size
- Change Paper Orientation

4.3 Headers and Footers

- Use a Header or Footer
- Remove a Header or Footer
- Create a Custom Header or Footer

4.4 Page Numbers

- Add Page Numbers
- Format Page Numbers
- Remove Page Numbers

4.5 Columns

- Format Columns
- Use a Column Break

4.6 Page Breaks

- Insert Page Breaks
- Remove a Page Break
- Insert a Blank Page
- Use Paragraph Line and Page Breaks

4.7 Page Background Elements

- Add a Watermark
- Add Page Color
- Add Page Borders