



## **WordPerfect 10: Introduction**

**Overview:** Students will learn the basic elements of word processing, including navigating, entering text, and basic table and tab structure.

**Course Length:** One Day

### **Lesson 1: WordPerfect Basics**

The WordPerfect Environment  
Entering Text  
Saving a File  
Using Quick Correct in a Document

### **Lesson 2: Editing and Navigating in a Document**

Opening and Editing a Document  
Scrolling in a Document  
Viewing and Printing a Document

### **Lesson 3: Using Fonts and Working with Codes**

Selecting Text Using a QuickMenu  
Changing the Appearance of Text  
Using Codes

### **Lesson 4: Modifying Text**

Finding and Replacing Text  
Undoing and Redoing Changes  
Moving and Copying Text

### **Lesson 5: Formatting Paragraphs**

Creating and Removing Indents  
Lining Up Paragraphs  
Setting Line Spacing

### **Lesson 6: Using Tabs and Tables**

Setting Tabs  
Creating Tables  
Modifying Tables  
Formatting Tables

### **Lesson 7: Controlling Page Appearance**

Setting Margins  
Controlling Page Breaks  
Creating Headers and Footers

### **Lesson 8: Proofing a Document**

Checking Spelling Using the Thesaurus  
Creating QuickCorrect Entries