



## **WordPerfect 11: Introduction**

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

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

The WordPerfect Environment  
Entering Text  
Saving a File  
Using QuickCorrect in a Document

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

Opening and Editing Microsoft Word Files  
Scrolling in a Document  
Adjusting the Magnification of a Document

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

Selecting Text Using a QuickMenu  
Changing the Appearance of Text  
Topic 3C: Using Codes

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

Finding and Replacing Text  
Undoing Changes  
Moving and Copying Text

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

Creating and Removing Indents  
Lining Up Paragraphs  
Setting Line Spacing  
RealTime Preview

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

Setting Tabs  
Creating Tables  
Modifying Tables  
Topic 6D: Formatting Tables

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

Setting Margins  
Controlling Page Breaks  
Creating Headers and Footers

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

Checking Spelling  
The Oxford Dictionary  
Using the Thesaurus