

### ■ Getting rid of Old Icons

### ■ Opening Word for the First Time

### ■ Navigation

- The Ribbon
- Office Button
- Quick Access Toolbar
- Title and Status Bar
- The Ruler
- Page Views

### ■ Basics

- Working with Font
- Cut, Paste, and Using the Clipboard
- Open, Save, and Closing Files

### ■ Formatting

- Adding Bullets and Numbers
- Line and Paragraph Spacing
- Columns

### ■ Page Layout

- Setting Margins and Page Sizes
- Adding Page Numbers, Headers, and Footers
- Preview and Printing