Word Skills Checklist

Understand the Ribbon Interface		Course[1]
❑	Identify Tabs, Command Groups, Command Buttons, and Command Dialog Launchers	Basic Word Skills
❑	Identify Contextual Tabs	Basic Word Skills
❑	Use the File tab and Backstage View	Basic Word Skills
❑	Modify the Quick Access Toolbar	Basic Word Skills
❑	Hide and Unhide the Ribbon	Basic Word Skills
Word Navigation & Views		
❑	Navigate within the document using the mouse	Basic Word Skills
❑	Navigate using arrow keys, page up/down keys	Basic Word Skills
❑	Change the current document view	Basic Word Skills
❑	Display the Ruler, Navigation Pane, Gridlines and Zoom	Basic Word Skills
Create New Document		
❑	Create a new blank document	Basic Word Skills
❑	Enter text in a document, delete text	Basic Word Skills
❑	Save the document with a filename	Basic Word Skills
❑	Save As the document with another format	Basic Word Skills
Open and Edit an Existing Document		
❑	Open a saved document	Basic Word Skills
❑	Undo and Redo previous action	Basic Word Skills
Move/Copy Text		
❑	Select text	Basic Word Skills
❑	Cut, Copy and Paste Text (incl. setting default Options)	Basic Word Skills
Format Characters		
❑	Font, size, color, bold/italic/underline (Ribbon/keyboard)	Basic Word Skills
❑	Format characters using dialog box	Basic Word Skills
❑	Change text case	Basic Word Skills
❑	Insert special characters	Basic Word Skills
Format Paragraphs		
❑	Set spacing, justification and indents using Ribbon	Basic Word Skills
❑	Set spacing, justification and indents using dialog box	Basic Word Skills
❑	Set tabs – left, right, center, decimal, w/ & w/o leader	Basic Word Skills
❑	Block protect a.k.a. Keep Lines Together/Keep With Next	Basic Word Skills
❑	Paragraph numbering (single level)	Basic Word Skills
❑	Paragraph numbering (multi-level)	Basic Word Skills
Footnotes & endnotes		
❑	Inserting and formatting footnotes and endnotes	Basic Word Skills, Brief Builders Workshop

[1] Refers to which course at Legal Office Guru covers this feature. For more information, see page 3.

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Create and Edit Tables & Columns	
❑ Insert a new table	Basic Word Skills
❑ Modify an existing table	Basic Word Skills
❑ Enter text into a table and apply formatting	Basic Word Skills
❑ Convert text to a table and back	Basic Word Skills
❑ Resize table/row/column	Basic Word Skills
❑ Add/delete table rows/columns	Basic Word Skills
❑ Merge or split a table cell	Basic Word Skills
❑ Add, remove or modify table borders and fills	Basic Word Skills
❑ Change table cell margins	Basic Word Skills
❑ Set header row	Basic Word Skills
❑ Sorting table rows	Basic Word Skills
❑ Add columns to a document	Basic Word Skills
❑ Switch from 1 to multiple columns within the same document	Basic Word Skills
Modify Page Layout	
❑ Adjust page margins, paper size, orientation	Basic Word Skills
❑ Add page numbers	Basic Word Skills
❑ Insert page breaks	Basic Word Skills
❑ Add/modify headers and footers	Basic Word Skills
❑ Apply a Watermark	Basic Word Skills
❑ Create envelopes and labels	Basic Word Skills
Correcting Documents	
❑ Check spelling and grammar	Basic Word Skills
❑ Use and configure Autocorrect	Basic Word Skills
❑ Use Document Inspector to remove metadata	Basic Word Skills
Printing and Publishing Documents	
❑ Select printer and print options	Basic Word Skills
❑ Preview and printing documents	Basic Word Skills
❑ Print selections and multiple copies	Basic Word Skills
❑ Publish a document via email	Basic Word Skills
❑ Save a document as a PDF file	Basic Word Skills
❑ Print envelopes and labels	Basic Word Skills
Use Styles	
❑ Using Word's built-in Styles	Styles for Lawyers
❑ Modifying Word's built-in Styles	Styles for Lawyers
❑ Adding custom Styles	Styles for Lawyers

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Legal-Specific Features	
❑ Marking citations for Table of Authorities	Brief Builder's Workshop
❑ Deciphering and editing TOA markup	Brief Builder's Workshop
❑ Inserting and formatting the Table of Authorities	Brief Builder's Workshop
❑ Troubleshooting common Table of Authorities problems	Brief Builder's Workshop
❑ Defining a Table of Contents	Brief Builder's Workshop
❑ Inserting and Formatting a Table of Contents	Brief Builder's Workshop
❑ Using Sections to control page numbering, headers & footers	Brief Builder's Workshop
Document Collaboration Features	
❑ Automatically marking document edits with Track Changes	Track Changes Plus
❑ Inserting comments with Track Changes	Track Changes Plus
❑ Showing, hiding and printing tracked changes	Track Changes Plus
❑ Reviewing, accepting and rejecting others' edits	Track Changes Plus
❑ Configuring Track Changes options	Track Changes Plus
❑ Restricting others' edits in collaboratively-edited documents (both text and formatting)	Track Changes Plus
❑ Scrubbing metadata to ensure your edits/comments don't get broadcast to adverse parties	Track Changes Plus
Document Assembly Features	
❑ Saving frequently-used text to Quick Parts	Assemble Documents Faster
❑ Saving frequently-used text to AutoText	Assemble Documents Faster
❑ Using single- and multi-level automatic paragraph numbering	Assemble Documents Faster, Brief Builders Workshop
❑ Setting up automatically-numbered headings	Assemble Documents Faster, Brief Builders Workshop

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❑	Using automatic paragraph numbering for inline headings	Assemble Documents Faster, Brief Builders Workshop
❑	Using Style Separators	Assemble Documents Faster, Brief Builders Workshop
❑	Creating and using List Styles for numbering schemes	Assemble Documents Faster, Brief Builders Workshop
❑	Creating Bookmarks and referencing them with Cross-References	Assemble Documents Faster
❑	Creating and using custom templates	Assemble Documents Faster
❑	Using ASK and FILL-IN fields to create repeating elements	Assemble Documents Faster
❑	Using Content Controls to create drop-down boxes for forms	Assemble Documents Faster

Courses available at https://legalofficeguru.com/courses/:

Basic Word Skills for Legal Professionals

Create Your Own Pleading Paper Template

Assemble Documents Faster

Track Changes Plus

Brief Builder's Workshop

The Lawyer's Guide to Microsoft Word Styles

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