

Word Skills Checklist

Understand the Ribbon Interface		Course¹
<input type="checkbox"/>	Identify Tabs, Command Groups, Command Buttons, and Command Dialog Launchers	Basic Word Skills
<input type="checkbox"/>	Identify Contextual Tabs	Basic Word Skills
<input type="checkbox"/>	Use the File tab and Backstage View	Basic Word Skills
<input type="checkbox"/>	Modify the Quick Access Toolbar	Basic Word Skills
<input type="checkbox"/>	Hide and Unhide the Ribbon	Basic Word Skills
Word Navigation & Views		
<input type="checkbox"/>	Navigate within the document using the mouse	Basic Word Skills
<input type="checkbox"/>	Navigate using arrow keys, page up/down keys	Basic Word Skills
<input type="checkbox"/>	Change the current document view	Basic Word Skills
<input type="checkbox"/>	Display the Ruler, Navigation Pane, Gridlines and Zoom	Basic Word Skills
Create New Document		
<input type="checkbox"/>	Create a new blank document	Basic Word Skills
<input type="checkbox"/>	Enter text in a document, delete text	Basic Word Skills
<input type="checkbox"/>	Save the document with a filename	Basic Word Skills
<input type="checkbox"/>	Save As the document with another format	Basic Word Skills
Open and Edit an Existing Document		
<input type="checkbox"/>	Open a saved document	Basic Word Skills
<input type="checkbox"/>	Undo and Redo previous action	Basic Word Skills
Move/Copy Text		
<input type="checkbox"/>	Select text	Basic Word Skills
<input type="checkbox"/>	Cut, Copy and Paste Text (incl. setting default Options)	Basic Word Skills
Format Characters		
<input type="checkbox"/>	Font, size, color, bold/italic/underline (Ribbon/keyboard)	Basic Word Skills
<input type="checkbox"/>	Format characters using dialog box	Basic Word Skills
<input type="checkbox"/>	Change text case	Basic Word Skills
<input type="checkbox"/>	Insert special characters	Basic Word Skills
Format Paragraphs		
<input type="checkbox"/>	Set spacing, justification and indents using Ribbon	Basic Word Skills
<input type="checkbox"/>	Set spacing, justification and indents using dialog box	Basic Word Skills
<input type="checkbox"/>	Set tabs – left, right, center, decimal, w/ & w/o leader	Basic Word Skills
<input type="checkbox"/>	Block protect a.k.a. Keep Lines Together/Keep With Next	Basic Word Skills
<input type="checkbox"/>	Paragraph numbering (single level)	Basic Word Skills
<input type="checkbox"/>	Paragraph numbering (multi-level)	Basic Word Skills
Footnotes & endnotes		
<input type="checkbox"/>	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 4.

Word Skills Checklist

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

Word Skills Checklist

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

Word Skills Checklist

<input type="checkbox"/>	Creating Bookmarks and referencing them with Cross-References	Assemble Documents Faster
<input type="checkbox"/>	Creating and using custom templates	Assemble Documents Faster
<input type="checkbox"/>	Using ASK and FILL-IN fields to create repeating elements	Assemble Documents Faster
<input type="checkbox"/>	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

Document Collaboration in Microsoft Word

Brief Builder's Workshop

The Lawyer's Guide to Microsoft Word Styles