

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

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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

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<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

LegalOfficeGuru.com