**Review business document formats:**

Letter parts

Memo headings and format

Table

Report

**Edit a document using basic features:**

Font

Point Size

Copy and Paste

Cut and Paste

Drag and Drop

Find and Replace

Spell Check Thesaurus

**Format document layout:**

Margins

Alignment (Left, Right, Center Justified, Top, Bottom)

Indent, Tab Stops (Left, Right, Center, Decimal)

Line Spacing

Paragraphs

Page Breaks

**Use advanced features:**

Borders and Shading

Bullets and Numbering

Table

Template

Header

Footer

Sort

**Examine onscreen document layouts (View)**

**Preview documents**

**Save documents**

**Print documents**

**Examine desktop publishing documents:**

Newsletter

Flyer

Brochure

**Create a document using desktop publishing features:**

Clip art

Graphics

Columns

Word/Text Art