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Learning Style: Virtual Classroom

Technology: Microsoft

Difficulty: Beginner

Course Duration: 1 Day

Microsoft® Word for Office 365™ : Part 1



About This Course:

Microsoft® Word is designed to help you move smoothly through the task of creating professional-looking documents. Its rich features and powerful tools can make your work easy, and even fun. In this course, you'll learn how to use Word on the desktop to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents.

Course Objectives:

- Navigate and perform common tasks in Word, such as opening, viewing, editing, saving, and printing documents, and configuring the application.
- Format text and paragraphs.
- Perform repetitive operations efficiently using tools such as Find and Replace, Format Painter, and Styles.
- Enhance lists by sorting, renumbering, and customizing list styles.
- Create and format tables.
- Insert graphic objects into a document, including symbols, special characters, illustrations, pictures, and clip art.
- Format the overall appearance of a page through page borders and colors, watermarks, headers and footers, and page layout.
- Use Word features to help identify and correct problems with spelling, grammar, readability, and accessibility.

Audience:

- Beginners with little to no experience using Microsoft Word
- Office professionals and administrative staff handling written documentation

Prerequisites:

- To ensure your success, you should have end-user skills with any current version of Windows, including being able to start and close applications, navigate basic file structures, manage files and folders, and access websites using a web browser.

Course Outline:

Lesson 1: Getting Started with Word

Topic A: Navigate in Microsoft Word

Topic B: Create and Save Word Documents

Topic C: Edit Documents

Topic D: Work with Word for the Web

Lesson 2: Formatting Text and Paragraphs

Topic A: Apply Character Formatting

Topic B: Control Paragraph Layout

Topic C: Align Text Using Tabs

Topic D: Display Text in Bulleted or Numbered Lists

Topic E: Apply Borders and Shading

Lesson 3: Working More Efficiently

Topic A: Make Repetitive Edits

Topic B: Apply Repetitive Formatting

Topic C: Use Styles to Streamline Repetitive Formatting Tasks

Topic D: Customize the Word Environment

Lesson 4: Managing Lists

Topic A: Sort a List

Topic B: Format a List

Lesson 5: Adding Tables

Topic A: Insert a Table

Topic B: Modify a Table

Topic C: Format a Table

Topic D: Convert Text to a Table

Lesson 6: Inserting Graphic Objects

Topic A: Insert Symbols and Special Characters

Topic B: Add Images to a Document

Lesson 7: Controlling Page Appearance

Topic A: Apply a Page Border and Color

Topic B: Add Headers and Footers

Topic C: Control Page Layout

Topic D: Add a Watermark

Lesson 8: Preparing to Publish a Document

Topic A: Check Spelling, Grammar, and Readability

Topic B: Preview and Print Documents

Topic C: Use Research Tools

Topic D: Check Accessibility

Topic E: Dictate Text in a Document

Topic F: Save a Document to Other Formats