

Microsoft Word Level 1

Course WRD-01

1 Day

Instructor-led, Hands on

Introduction

These days, most people take electronic word processing for granted. While we may still write out our grocery lists with pen and paper, we expect to use a computer to create the majority of our documents. It's impossible to avoid word-processing software in many areas of the business world. Managers, lawyers, clerks, reporters, and editors rely on this software to do their jobs. Whether you are an executive secretary or a website designer, you'll need to know the ins and outs of electronic word processing.

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 to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents

In this one-day, instructor-led course, students will learn about the features and powerful tools which can make your work easy. You'll learn how to use Word to create, edit and proof basic Microsoft Word documents. The course covers text formatting and page layouts and design. You'll learn about watermarks, as well as printing options. Learn how to insert clip art, text and use various Word options, such as AutoText and Autocorrect features.

Features and functions in Office 365 and Office 2019 / 2016 are nearly identical. For this reason, users for all three versions (365, 2019 and 2016) attend the same class. The instructor will explain the few visual differences in the versions to you; just let the instructor know what version you are using.

At Course Completion

Upon successful completion of this course, students will be able to:

- Use Word for all kinds of documents
- Open Word and tour the environment
- Learn about the Quick Access Toolbar and Tell Me feature
- Create a Word document and save it
- Understand the differences between "Save" and "Save As"
- Close and open a document
- Understand Word's navigation and editing features
- Various ways to navigate, select text, edit text, insert and delete text and undo and redo actions
- Use the Find and Replace feature, the spelling and grammar check and use the thesaurus

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- Change font sizes and colors of text
- Apply effects to text
- Apply built-in styles and pre-built formats to text
- Use the Format Painter to copy the format of text from place to place
- Clear formatting of text to restore a normal look
- Use the Find and Replace feature to replace formatting, not text
- Work with tabs
- Work with bulleted and numbered lists, indents and spacing
- Insert watermarks
- Add borders and shading and page breaks
- Page setup and printing features in Word
- Margins and page orientation
- Different ways to view a document
- Headers and footers
- Print preview and some printing options
- Inserting clip art and symbols
- Use some “auto” features of Word, such as the AutoText feature and the AutoCorrect Feature

Prerequisites

Students should be familiar with using personal computers and have used a mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on your computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

Course Outline

Module 1: Getting Started with Word

- Open Word and display a blank document
- Tour the Word environment
- Work with the Quick Access toolbar
- Use the Word Tell Me feature

Module 2: Creating Documents

- Create a New Document
- Enter Text
- Save a New Document
- Saving an Existing Document
- Using “Save As”
- Close a Document
- Open an Existing Document

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Module 3: Editing Word Documents

- Navigating Within a Document with the Mouse
- Using the Keyboard to Navigate a Document
- Using the Word Navigation Pane
- Selecting Text
- Overwriting, Inserting and Deleting Text
- Undoing and Redoing
- Moving and Copying Text
- Finding and Replacing Text
- Reviewing Documents

Module 4: Formatting Text

- Modifying Fonts
- Changing Text Color and Highlighting Text
- Applying Effects
- Applying Styles
- Copying and Clearing Formats
- Finding and Replacing Text Formatting

Module 5: Controlling Text and Page Design

- Setting Tabs to Align Text
- Creating Bulleted and Numbered LISTS
- Creating Indents and Spacing
- Aligning Text
- Inserting a Watermark
- Adding Borders and Shading
- Inserting Pages and Page Breaks

Module 6: Using Page Setup and Printing Options

- Creating Margins
- Changing Page Orientation
- Changing Page Views
- Immersive Reader
- Inserting a Header and Footer
- Using Print Preview
- Printing a Document

Module 7: Inserting Clip Art, Text and Word Options

- Inserting Clip Art
- Adding Symbols and Special Characters
- Using AutoText
- Use Word and Autocorrect Options

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