microsoft word
Introduction

PROGRAM OVERVIEW:

This course is intended to help all novice computer users get up to speed with Word quickly. We will cover different features of the interface, show how to create a basic document, and introduce you to Word's most important tools.

By the end of this course, you'll be comfortable with creating, saving, and sharing a new document.
Students will also become familiar with using and customising the Microsoft Word interface.

COURSE DURATION, DELIVERY METHOD AND COST-FREE CUSTOMISATION

Full course duration is 1 day, and it can be modified for delivery in shorter blocks. Additionally, this course can be customised at no additional cost to include topics from our Microsoft Word 365: Intermediate and Advanced courses. While designed to be delivered on-site at your premises to individuals or groups, this course is also available through live facilitator-led remote-access on-line learning to individuals or groups.

TOPICS:

Getting Started with Word

In the first lesson of this course, you'll learn how to identify components of the Microsoft Word interface and create a document. You'll learn different ways to view documents, and how to get help. This includes:

- Identifying the Components of the Word Interface
- Creating a Word Document
- Using Document Views
- Help Features

Editing a Document

Next, we introduce you to Microsoft Word's basic navigation and editing tools.

- Navigating and Select Text
- Modifying Text
- Finding and Replacing Text

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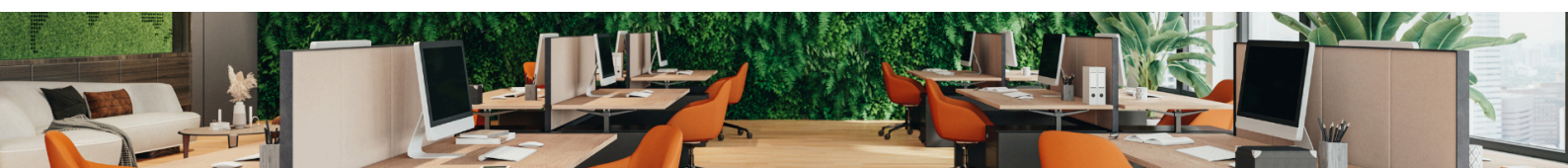
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Formatting Text and Paragraphs

Character formatting, aligning text using tabs, displaying text as list items and, controlling paragraph layout are covered in this lesson. In addition to these formatting tools, you'll learn how to apply borders, shading, and styles to a document. The lesson wraps up with how to use the Reveal formatting task pane, clearing formatting from text and how to find and replace formatting.

- Applying Character Formatting
- Aligning Text Using Tabs
- Displaying Text as List Items
- Controlling Paragraph Layout
- Applying Borders and Shading
- Applying Styles
- Managing Formatting

Adding Graphics

You will then learn how to insert symbols and special characters to a document. How to add images and media to improve a document's visual appeal is also covered.

- Inserting Symbols and Special Characters
- Adding Images to a Document
- Adding Media to a Document

Adding Tables

You will then learn how to insert, modify and form tables. Then, how to use the Converting Text to Table and Converting Table to Text dialog boxes are covered.

- Inserting and Modifying a Table
- Formatting a Table
- Converting Text to a Table

Managing Lists

Next, you'll learn how to manage lists to present text more effectively. Sorting lists, renumbering lists, and customising list appearance are covered.

- Sorting a List
- Renumbering a List
- Customising a List

Controlling Page Appearance

After this lesson, you'll be able to add a watermark to a document, format a page using borders and colours, and add headers and footers to a document. You'll also feel comfortable controlling page layout by modifying the margins, orientation, paper size, vertical alignment, and page breaks.

- Applying a Page Border and Colour
- Adding a Watermark
- Adding Headers and Footers
- Controlling Page Layout

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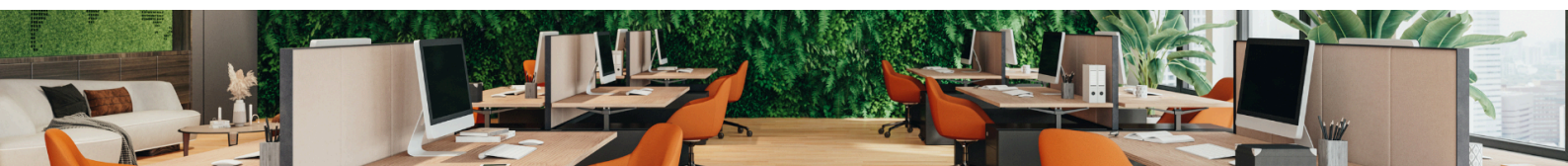
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Proofing a Document

Next, you'll learn about some of the tools on the Review tab, including spell check, the thesaurus, the translator, and word count. The Researcher, Smart Lookup, the Research Options dialog box and, how to use the Accessibility Checker are also looked at.

- Checking Spelling and Grammar
- Other Proofing Tools
- Checking Accessibility
- Using Accessibility Features

Advanced Topics

In this final lesson, you'll learn a few different ways to customise the Microsoft Word interface, set save options, and how to manage other file types.

- Customising the Word Interface
- Additional Save Options
- Managing Additional File Types

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