

Course Content

Word Essentials - Level 1

Overview

This course will ensure that the day-to-day functionality of Word is used efficiently saving time and resources.

Duration – 1 Day

Prerequisite

The learner would have experience within a Windows environment and the ability to save file and create folders.

Content

Getting Started with Word

Navigate in Microsoft Word
Create and Save Word Documents
Manage Your Workspace
Edit Documents
Customize the Word Environment

Formatting Text and Paragraphs

Apply Character Formatting
Control Paragraph Layout
Align Text Using Tabs
Display Text in Bulleted or Numbered Lists
Apply Borders and Shading

Working More Efficiently

Make Repetitive Edits
Apply Repetitive Formatting
Use Styles to Streamline Repetitive Formatting Tasks

Managing Lists

Sort a List
Format a List

Adding Tables

Insert, modify and format a Table
Convert Text to a Table

Inserting Graphic Objects

Insert Symbols and Special Characters
Add Images to a Document

Controlling Page Appearance

Apply a Page Border and Colour
Control Page Layout
Print Preview and Print Documents
Add Headers and Footers

Preparing to Publish a Document

Check Spelling, Grammar, and Read Mode
Save a Document to Other Formats