

Course Outline | Word Introduction

1 day(s)

Overview

This course will provide you with the essential Word knowledge and skills necessary for business today. These include basic Word skills, such as creating, editing, and formatting documents; inserting simple tables and creating lists; and utilizing a range of techniques for improving the appearance and accuracy of document content.

Course requirements

Learners must be confident using a mouse and keyboard.

What will you learn:

- Identify the various parts of the Word interface, create a new Word document, enter text into a document, save a document, preview and print a document, and search Help.
- Navigate through a document to find and select text, change selected text, and find and replace text.
- Apply character formatting to text, align paragraphs using tab stops, display text as list items, apply text styles, control paragraph layout, apply borders and shading to paragraphs, and manage formatting in documents.
- Insert a table into a document, modify the structure of a table, format a table, and convert text to a table.
- Sort a list, renumber a list, and customize a list.
- Insert symbols and special characters, and add images to a document.
- Apply page borders and colours, apply a watermark, add a header and footer to a document, and control page layout.
- Check spelling and grammar and use other proofing tools.
- Customize the Word interface and use extra options for saving.

Course Outline

The Microsoft Word Screen

- Starting Microsoft Word
- The Microsoft Word Opening Screen
- To Create a New Blank Document
- The Levels of Command Organisation
- The File Tab
- Ribbon Tabs
- Groups
- Dialog Box Launcher

Starting to Use Microsoft Word

- Using the Default Microsoft Word Document
- Saving Microsoft Word Documents
- Opening and Closing Documents
- Save As
- Creating a New, Blank Document Using a Keyboard Shortcut
- Using Help within Microsoft Word
- Alt Key Help
- Closing Microsoft Word

Using Templates to Create Documents

- Creating New Documents Using Different Templates
- Using Online Templates

Manipulating Text

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- Select, Then Format
- Selecting Text
- Inserting, Deleting, Undo and Redo
- Insert and Overtyping Mode
- Copying Text within a Document
- Moving (Cutting) Text within a Document

Pinning Files and Folders and Opening Documents

- Pinning
- Recently Open Documents
- Viewing a Document Where You Left Off

Microsoft Word Text Formatting

- What Is Text Formatting?
- Font Type
- Font Size
- Decrease and Increase Font Size Icons
- Font Size Keyboard Shortcut
- Bold, Italic and Underline
- Subscript and Superscript
- Case Changing
- Highlighting
- Font Colour
- Copying Text Formatting
- Removing Formatting
- Using Zoom
- Inserting Special Characters and Symbols

Microsoft Word Paragraph Formatting

- Paragraph Marks
- Soft Paragraph (Line Break) Marks
- Recommended Techniques for Aligning and Indenting Text
- Aligning Text
- Indenting Paragraphs
- Applying Single or Double Line Spacing, within Paragraphs
- Applying Spacing Above or Below Paragraphs
- Using Paragraph Spacing Rather Than Using the Return Key
- Applying Bullets to a List
- Applying Numbering to a List
- Modifying Bullet and Numbering Formatting
- Removing Bullet or Numbering Formatting

Borders and Shading within Microsoft Word

- Using Borders and Shading
- Adding a Border
- Modifying Borders
- Adding Shading
- Modifying Your Shading
- Applying Borders to Selected Text

Tabs

- Tab Stops
- Displaying the Ruler
- Setting and Removing Tabs Using the Ruler
- Viewing Tab Marks Using the Show/Hide Icon

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Microsoft Word Styles

- What Are Styles?
- Applying Styles

Using Word Design Themes

- Applying a Theme Colour
- Apply a Customised Font

Microsoft Word Page Formatting

- What Is Page Formatting?
- Page Orientation and Paper Size
- Changing the Page Size
- Page Margins
- Inserting Page Breaks
- Deleting Page Breaks
- Use Page Breaks Rather Than Repeatedly Pressing the Return Key
- Headers and Footers
- Easy Header and Footer Creation
- Page Numbering
- Header and Footer Fields
- Editing Text within a Header or Footer
- Cover Pages
- Applying Automatic Hyphenation

Word Views and Document Navigation

- Switching between Word Views
- Using the Zoom Tool
- Navigating Through Documents

Tables

- Using Tables
- Inserting a Table
- Navigating within a Table
- Selecting and Editing Text within a Table
- Selecting Cells, Rows, Columns or the Entire Table
- Inserting and Deleting Rows and Columns
- Modifying Column Width or Row Height
- Modifying the Table Width
- Modifying Table Styles

Using Illustrations within Microsoft Word

- Types of Illustrations That You Can Insert within Word 2016
- Inserting Pictures
- Inserting Online Pictures
- Inserting Shapes
- Inserting SmartArt
- Inserting a Chart
- Modifying the Chart Type
- Modifying the Chart Style
- Modifying the Chart Data
- Inserting a Screenshot
- Selecting, Resizing and Deleting Illustrations
- Copying or Moving Graphics

Finding and Replacing Text within a Microsoft Document

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- Using Find and Replace
- Finding Text
- Replacing Text

Using Multiple Open Documents

- Multitasking With Word
- Switching between Open Documents
- Tiling or Cascading Documents on Your Screen
- Comparing Documents Side By Side
- Copying or Moving Selected Items between Documents

Microsoft Word Mail Merge

- What Is Mail Merging?
- Starting the Mail Merge Wizard
- Creating a Mailing List to Be Used within a Mail Merge
- Merging a Mailing List to Produce Labels