Course Outline | Word Introduction

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1 day(s)

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 users how to create a basic document, and introduce users to most important Word tools. By the end of this course, students should be comfortable with creating, saving, and sharing a new document. Students will also become familiar with using and customizing the Microsoft Word interface.

Course Outline

Getting Started with Word

- Identify the Components of the Word Interface
- Create a Word Document
- Use Document Views
- Help Features

Editing a Document

- Navigate and Select Text
- Modify Text
- Find and Replace Text

Formatting Text and Paragraphs

- Apply Character Formatting
- Align Text Using Tabs
- Display Text as List Items
- Control Paragraph Layout
- Apply Borders and Shading
- Apply Styles
- Manage Formatting

Adding Tables

- Title
- Title
- Format a Table
- Convert Text to a Table

Managing Lists

- Sort a List
- Renumber a List
- Customize a List

Adding Graphics

- Insert Symbols and Special Characters
- Add Images to a Document
- Add Media to a Document

Controlling Page Appearance

- Apply a Page Border and Color
- Add a Watermark
- Add Headers and Footers
- Control Page Layout

Proofing a Document

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

Advanced Topics

- Customize the Word Interface
- Additional Save Options
- Manage Additional File Types