MS Word Level 1

This course is intended to help all novice users get up to speed with Word quickly. By the end of this course, students should be comfortable with creating, saving, and sharing a basic document that contains text, graphics, and formatting.

Lesson 1: Getting Started with Word
Identify the Components of the Word Interface
Time-saving navigation tips
Save Options

Lesson 2: Working with Documents & Views
Creating a Word Document
Document Views & View Features
Window Views & Zoom Options

Lesson 3: Editing a Document
Navigating and Selecting Text
Modifying Text
Text Editing Options
Paste Options
The Undo & Redo Commands
Find and Replace Text

Lesson 4: Formatting Text & Paragraphs
Apply Character Formatting
Working with Fonts
The Mini Toolbar
Text Highlighting Options
The Format Painter
Align Text Using Tabs
Working with Rulers
Display Text as List Items
Bulleted Lists & Numbered Lists
Control Paragraph Layout & Margins
Paragraph Alignment Options
Indentation Options
Spacing Options
Controlling Paragraph Layout
Applying Borders and Shading
Applying Styles

Lesson 4: Working with Tables
Inserting a table
Inserting Excel Data
Modifying a Table
The Table Tools – Layout Contextual Tab
The Table Properties Dialog Box
Inserting and Deleting Rows and Columns
Moving and Resizing Rows and Columns
Customizing Cell Margins

Lesson 5: Managing Lists
Creating a new list
Sorting a List
Renumbering a List
Renumbering Options
Customizing a List
Multilevel Lists
Increasing and Decreasing List Levels
List Styles
List Appearance Formatting Options

Lesson 6: Working with Borders, Headers & Footers
Applying a Page Border and Color
Adding Headers and Footers
Headers and Footers options

Lesson 7: Printing Documents
Control Page Layout
Margin Options
Page Orientation
Vertical Alignment Options
The Paper Size Option
Page Breaks
Controlling Page Layout

Lesson 8: Proofing a Document
Check Spelling and Grammar
Spelling and Grammar Check Options
The Dictionary
The Word Options Dialog Box
Customizing the Quick Access Toolbar

Workshop Duration: Two 3 hour sessions
Cost: $359.00 per person

- Includes unlimited post-training coaching