

## Microsoft Word Introduction

**Duration:** 1 Day of Training

### Course Description

You'll learn how to use Word to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents. The course will cover aspects and differences from 2016, 2013, 2010, and 2007.

### Target Students

This course is intended for students who want to learn basic Word 2013 skills, such as creating, editing, and formatting documents; inserting simple tables and creating lists; and employing a variety of techniques for improving the appearance and accuracy of document content.

### Prerequisites

To ensure success, students should be familiar with using personal computers, and should have experience using a keyboard and mouse. Students should be comfortable in the Windows 8 environment, and be able to use Windows 8 to manage information on their computers. Specific tasks the students should be able to perform include: launching and closing applications, navigating basic file structures, and managing files and folders.

### Delivery Method

Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

### Course Objectives

Upon successful completion of this course, students will be able to:-

- Create a basic Word document
- Edit a document
- Format text and paragraphs
- Insert a table
- Managing Lists
- Inserting Graphic Objects
- Controlling Page Appearance
- Proofing a Document
- Customizing the Word Environment

## **Course Content**

### Lesson 1: Getting Started with Word

Topic A: Identify the Components of the Word Interface

Topic B: Create a Word Document

Topic C: Help

### Lesson 2: Editing a Document

Topic A: Navigate and Select Text

Topic B: Modify Text

Topic C: Find and Replace Text

### Lesson 3: Formatting Text and Paragraphs

Topic A: Apply Character Formatting

Topic B: Align Text Using Tabs

Topic C: Display Text as List Items

Topic D: Control Paragraph Layout

Topic E: Apply Borders and Shading

Topic F: Apply Styles

Topic G: Manage Formatting

### Lesson 4: Adding Tables

Topic A: Insert a Table

Topic B: Modify a Table

Topic C: Format a Table

Topic D: Convert Text to a Table

## Lesson 5: Managing Lists

Topic A: Sort a List

Topic B: Renumber a List

Topic C: Customize a List

## Lesson 6: Inserting Graphic Objects

Topic A: Insert Symbols and Special Characters

Topic B: Add Images to a Document

## Lesson 7: Controlling Page Appearance

Topic A: Apply a Page Border and Colour

Topic B: Add a Watermark

Topic C: Add Headers and Footers

Topic D: Control Page Layout

## Lesson 8: Proofing a Document

Topic A: Check Spelling and Grammar

Topic B: Other Proofing Tools

Topic C: Check Accessibility

## Lesson 9: Customizing the Word Environment

Topic A: Customize the Word Interface

Topic B: Additional Save Options

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