



Microsoft Word Beginning

Overview: **Students** will learn how to use Microsoft Word to create and edit simple documents, format documents, add tables and lists, add design elements and layout options, and proof documents.

Prerequisites: To ensure success, students should be familiar with using personal computers and be comfortable in the Windows 10 environment.

Course Length: One Day

Course Content

Lesson 1: Getting Started with Word

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

Lesson 2: 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

Lesson 3: Working More Efficiently

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

Lesson 4: Managing Lists

- Sort a List
- Format a List

Lesson 5: Adding Tables

- Insert a Table
- Modify a Table
- Format a Table
- Convert Text to a Table

Lesson 6: Inserting Graphic Objects

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

Lesson 7: Controlling Page Appearance

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

Lesson 8: Preparing to Publish a Document

- Check Spelling, Grammar, and Readability
- Use Research Tools
- Check Accessibility
- Save a Document to Other Formats