



## 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