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Microsoft Word for Office 365 – Part 1 Training

Microsoft Authorized Training · Applied Technology Academy

These days, most people take electronic word processing for granted. While we may still write out our grocery lists with pen and paper, we expect to use a computer to create the majority of our documents. It's impossible to avoid word-processing software in many areas of the business world. Managers, lawyers, clerks, reporters, and editors rely on this software to do their jobs. Whether you are an executive secretary or a website designer, you'll need to know the ins and outs of electronic word processing.

LEVEL	DURATION	EXPERIENCE	AVERAGE SALARY	LABS
Beginner	**1 Day**	**1 year: Microsoft Word**	**$45,000**	**Yes**

Course Overview

Microsoft® Word is designed to help you move smoothly through the task of creating professional looking documents. Its rich features and powerful tools can make your work easy, and even fun. In this course, you'll learn how to use Word on the desktop to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents. In this course, you will learn fundamental Word skills.

You will:

Navigate and perform common tasks in Word, such as opening, viewing, editing, saving, and printing documents, and configuring the application.

- Format text and paragraphs.
- Perform repetitive operations efficiently using tools such as Find and Replace, Format Painter, and Styles.
- Enhance lists by sorting, renumbering, and customizing list styles.
- Create and format tables.
- Insert graphic objects into a document, including symbols, special characters, illustrations, pictures, and clip art.
- Format the overall appearance of a page through page borders and colors, watermarks, headers and footers, and page layout.
- Use Word features to help identify and correct problems with spelling, grammar, readability, and accessibility.

Course Outline

- **Lesson 1: Getting Started with Word**
  - Topic A: Navigate in Microsoft Word

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  - Topic B: Create and Save Word Documents
  - Topic C: Edit Documents
  - Topic D: Work with Word for the Web
- **Lesson 2: Formatting Text and Paragraphs**
  - Topic A: Apply Character Formatting
  - Topic B: Control Paragraph Layout
  - Topic C: Align Text Using Tabs
  - Topic D: Display Text in Bulleted or Numbered Lists
  - Topic E: Apply Borders and Shading
- **Lesson 3: Working More Efficiently**
  - Topic A: Make Repetitive Edits
  - Topic B: Apply Repetitive Formatting
  - Topic C: Use Styles to Streamline Repetitive Formatting Tasks
  - Topic D: Customize the Word Environment
- **Lesson 4: Managing Lists**
  - Topic A: Sort a List
  - Topic B: Format a List
- **Lesson 5: 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 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 Color
  - Topic B: Add Headers and Footers
  - Topic C: Control Page Layout
  - Topic D: Add a Watermark
- **Lesson 8: Preparing to Publish a Document**
  - Topic A: Check Spelling, Grammar, and Readability
  - Topic B: Preview and Print Documents
  - Topic C: Use Research Tools
  - Topic D: Check Accessibility
  - Topic E: Save a Document to Other Formats

Intended Audience

This course is intended to help all novice computer users get up to speed quickly and, will also help more experienced users who have little to no experience with Microsoft Word in general. This manual assumes the user understands the basics of using a Windows-based computer. Students should be comfortable using the keyboard, mouse, and Start menu. No previous experience with other versions of Microsoft Word is necessary.

Prerequisites

To ensure your success, you should have end-user skills with any current version of Windows, including being able to start and close applications, navigate basic file structures, manage files and folders, and access websites using a web browser.

Follow-On Courses

- Microsoft Access for Office 365: Part 2
- Microsoft Access for Office 365: Part 3

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