

MICROSOFT WORD BASIC – LEVEL 1



LEARNING OUTCOMES

By the end of this course, you should be able to:

- Work with the basic features of Word
- Create a new document
- Work with a document
- Display documents using various views
- Select and work with text in a document
- Use a range of font formatting techniques
- Format paragraphs
- Work effectively with features that affect the page layout of your document
- Create and modify tabs and tables
- Insert and work with clip art and pictures
- Use the Mail Merge Wizard to perform mail merges
- Print a document
- Find the information you need in Help
- Create high quality document designs and layouts.

COURSE OUTLINE

1. **Getting started with Word**
 - a. Starting Word
 - b. Understanding the start screen
 - c. Creating a new blank document
 - d. The word screen
 - e. How Microsoft Word works
 - f. Using the ribbon
 - g. Showing and collapsing the ribbon
 - h. Understanding the backstage view
 - i. Accessing the backstage view
 - j. Using shortcut menus
 - k. Understanding dialog boxes
 - l. Launching dialog boxes
 - m. Understanding the quick access toolbar
 - n. Adding commands to the QAT
 - o. Understanding the status bar
 - p. Exiting safely from Word

2. Your first document

- a. Creating documents in word
- b. Typing text
- c. The save as place
- d. The save as dialog box
- e. Saving a new document on your computer
- f. Typing numbers
- g. Inserting a date
- h. Document proofing
- i. Checking spelling and grammar
- j. Making basic changes
- k. Saving an existing document
- l. Printing a document
- m. Safely closing a document

3. Working with a document

- a. The open place
- b. The open dialog box
- c. Opening an existing document
- d. Navigating with the keyboard
- e. Scrolling through a document
- f. Page zooming
- g. Viewing the ruler
- h. Showing paragraph marks
- i. Counting words

4. Viewing documents

- a. Viewing multiple pages
- b. Splitting the window
- c. Opening a new window
- d. Understanding document views
- e. Changing document views
- f. Understanding read mode
- g. Viewing a document in read mode
- h. Using resume reading

5. Working with text

- a. Techniques for selecting text
- b. Selecting text using the mouse
- c. Selecting text using the keyboard
- d. Editing text in insert mode
- e. Editing text in overtype mode
- f. Deleting text
- g. Using undo
- h. Using redo
- i. Understanding find and replace
- j. Finding words



- k. Replacing words
- l. Using go to
- m. Understanding cutting and copying
- n. Cutting and pasting
- o. Copying and pasting
- p. Drag and drop cutting
- q. Drag and drop copying
- r. Using the clipboard task pane

6. Text appearance

- a. Understanding font formatting
- b. Understanding font formatting tools
- c. Working with live preview
- d. Changing fonts
- e. Changing font size
- f. Increasing and decreasing font size
- g. Making text bold
- h. Italicizing text
- i. Underlining text
- j. Highlighting text
- k. Changing text color
- l. Using the format painter
- m. Using the font dialog box
- n. Clearing font formatting

7. Working with paragraphs

- a. Understanding paragraph formatting
- b. Understanding text alignment
- c. Changing text alignments
- d. Changing line spacing
- e. Changing paragraph spacing
- f. Indenting paragraphs
- g. Out denting paragraphs
- h. Starting a bulleted list
- i. Adding bullets to existing paragraphs
- j. Removing existing bullets
- k. Starting a numbered list
- l. Numbering existing paragraphs
- m. Removing existing numbers
- n. Shading paragraphs
- o. Applying borders to paragraphs
- p. Using the paragraph dialog box

8. Working with pages



- a. Changing page margins
- b. Setting custom margins
- c. Changing page orientation
- d. Changing paper sizing
- e. Setting custom paper sizes
- f. Inserting page breaks
- g. Removing page breaks
- h. Inserting page numbers
- i. Formatting page numbers
- j. Removing page numbers

9. Tabs and tables

- a. Using default tabs
- b. Setting tabs on the ruler
- c. Modifying tabs on the ruler
- d. Setting tabs in the tabs dialog box
- e. Setting tab leaders
- f. Setting bar tabs
- g. Setting mixed tabs
- h. Removing tabs
- i. Understanding tables
- j. Creating a table
- k. Adding data to a table
- l. Selecting in tables using the ribbon
- m. Selecting in tables using the mouse
- n. Inserting columns and rows
- o. Deleting columns and rows
- p. Changing column widths
- q. Changing row heights
- r. Auto fitting columns
- s. Shading cells
- t. Modifying borders
- u. Adding custom borders
- v. Choosing a table style

10. Clip Art and pictures

- a. Understanding clip art and pictures
- b. Inserting clip art
- c. Selecting clip art
- d. Applying text wrapping styles
- e. Positioning clip art
- f. Resizing clip art
- g. Applying picture styles to clip art
- h. Resetting clip art
- i. Deleting clip art
- j. Inserting a picture
- k. Inserting an online picture
- l. Resizing a picture



- m. Changing the picture
- n. Cropping a picture

11. Performing a mail merge

- a. Understanding mail merge
- b. Understanding the mail merge process
- c. Creating a recipient list
- d. Creating the starting document
- e. Starting the mail merge wizard
- f. Selecting a recipient list
- g. Inserting mail merge fields
- h. Previewing the merged documents
- i. Completing the merge

12. Printing your documents

- a. Understanding printing
- b. Previewing your document
- c. Quick printing
- d. Selecting a printer
- e. Printing the current page
- f. Specifying a range of pages
- g. Specifying the number of copies

13. Getting help

- a. Understanding how help works
- b. Accessing the help window
- c. Navigating the help window
- d. Using the office website
- e. Googling help
- f. Printing a help topic

14. A guide to brilliant documents

- a. The four pillars of great design
- b. Perfect page layouts
- c. Make it readable
- d. Pictures tell a story
- e. The tips and traps of writing

