



Microsoft Word 1

Onsite or Virtual – 1 day, 8 hours – Optimum Class Size, 8-12

Training Description

In this course, participants will learn how to navigate and utilize a variety of tools on Microsoft Word. Participants will learn how to create, edit, and format simple documents. In addition, participants will explore adding tables, lists, design elements, and layout options. These skills enhance efficiency, productivity, and professionalism in the workplace. This course is intended for administration professionals or anyone intending to improve their Microsoft Suite skills. This course can be delivered in person or virtually.

Training Objective

Participants will learn how to independently apply fundamental Microsoft Word skills such as formatting, editing, and inserting tables and graphics.

Skill Attainment

- Navigate and perform common tasks in Word (opening, viewing, editing, saving, printing documents)
- Format text and paragraphs
- Create and format tables
- Insert graphic objects into a document (symbols, special characters, illustrations, pictures, clip art)
- Utilize tools such as Find and Replace, Format Painter, and Styles
- Enhance lists (sorting, renumbering, customizing styles)
- Use word features to identify and correct programs (spelling, grammar, readability, accessibility)
- Format pages (borders, colors, watermarks headers, footers, page layout)

Agenda

1 - GETTING STARTED WITH WORD

- Navigate in Microsoft Word
- Create and Save Word Documents
- Edit Documents
- Work with Word Online

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

3 - WORKING MORE EFFICIENTLY

- Make Repetitive Edits
- Apply Repetitive Formatting
- Use Styles to Streamline Repetitive Formatting Tasks
- Customize the Word Environment



4 - MANAGING LISTS

- Sort a List
- Format a List

5 - ADDING TABLES

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

6 - INSERTING GRAPHIC OBJECTS

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

7 - CONTROLLING PAGE APPEARANCE

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

8 - PREPARING TO PUBLISH A DOCUMENT

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