



Microsoft® Word for Office 365

Desktop or Online: Level 1

Course ID #: 7000-799-ZZ-Z

Hours: 7

Course Content

Course Description:

In this course, you will 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.

Note: Most Office users perform the majority of their daily tasks using the desktop version of the Office software, so that is the focus of this training. The course material will also enable you to access and effectively utilize many web-based resources provided with your Microsoft 365 subscription. This includes brief coverage of key skills for using Word for the Web and OneDrive. Helpful notes throughout the material alert you to cases where the online version of the application may function differently from the primary, desktop version.

This course may be a useful component in your preparation for the Microsoft Word (Microsoft 365 Apps and Office 2019): Exam MO-100 and Microsoft Word Expert (Microsoft 365 Apps and Office 2019): Exam MO-101 certification exams.

Course Objectives:

Upon successful completion of this course students will be able to:

- 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.



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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. To obtain this level of skills and knowledge, you can take the following course:

Using Microsoft® Windows® 10 (Second Edition)

Target Audience:

This course is intended for those with a basic understanding of Microsoft® Windows® and who need to learn foundational Word skills, such as creating, editing, and formatting documents; inserting simple tables and creating lists; and employing a variety of techniques for improving the appearance and accuracy of document content.

Topics:

Lesson 1: Getting Started with Word

- Navigate in Microsoft Word
- Create and Save Word Documents
- Edit Documents
- Work with Word for the Web

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
- Customize the Word Environment

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



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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
- Preview and Print Documents
- Use Research Tools
- Check Accessibility
- Dictate Text in a Document
- Save a Document to Other Formats

Register for this class by visiting us at:

www.tcworkshop.com or calling us at 800-639-3535