Course Content

Course Description:
In this course you will cover: introduction to the word program and the exploration of word environment. The students will also learn how to create a new document, navigating and editing a document, explore the character formatting, paragraph formatting, and its function of both format. The reviewing, printing, and viewing of documents will be also covered in this course.

Prerequisites:
Windows Level 1 or equivalent knowledge

Topics:

Module 1: Getting Started
- About Word
- Starting Word
- The Word Environment
- The Ribbon
- File Tab
- Quick Access Toolbar (QAT)
- Shortcut Menus

Module 2: Creating a Documents
- Creating a New Document
- Entering Text
- Saving a Document
- Closing a Document
- Opening a Document

Module 3: Navigating and Editing a Document
- Navigating a Document
- Zoom
- Editing Text
- Using Undo
- Copying and Moving Text
- Office Clipboard
- Opening the Clipboard
- Clipboard Options
- Using Find
- Using Replace

Module 4: Character Formatting
- Character Formatting Overview
- Font
- Font Styles
- Effects and Underlining
- Removing Character Formatting
- More Character Formats
- Character Spacing
- Format Painter
- Symbols
- Inserting Date and Time

Module 5: Paragraph Formatting
- Paragraph Alignment
- Borders
- Using the Ruler
- Indents
- Line and Paragraph Spacing
- Setting Tabs
- Quick Styles

Module 6: Reviewing Your Document
- Checking Spelling and Grammar
- Thesaurus
- Smart Lookup
- Word Help

Module 7: Document Formatting and Printing

- Page Setup
- Inserting Page Breaks
- Headers and Footers
- Print Preview
- Printing a Document

Module 8: Viewing Your Document

- Word View
- Read Mode View
- Show/Hide Options