



Course Outline

Microsoft Word Beginner

365-2019-2016-2013

Lesson 1: Mastering the Word Interface

- Running Microsoft Word
- The Word Screen
- Working with the Quick Access Toolbar
- Working with Help
- Viewing Options
- Saving a Document
- Closing a Document
- Creating a New Document

Lesson 2: Working with a Document

- Opening an Existing Document
- Navigating within a Document
- Replacing Text
- Selecting Text
- Deleting & Undeleting Text
- Using Click and Type
- Moving Text
- Copying Text
- Dragging & Dropping
- Using the Office Clipboard

Lesson 3: Formatting Text

- Applying Attributes
- Changing Fonts & Point Size
- Advanced Formatting Options
- Using the Format Painter
- Changing Margins with the Mouse
- Adjusting the Line Spacing
- Paragraph Alignment
- Changing Case
- Inserting the Date & Time
- Inserting Symbols & Special Characters
- Setting Tabs
- Indenting Paragraphs

Lesson 4: Heading Styles & Themes

- Working with Styles
- Applying a Document Theme
- Changing the Page Color

Lesson 5: Inserting Tables

- Working with Tables
- Selecting Columns/Rows
- Applying Character and Paragraph Attributes
- Changing Cell Margins

Lesson 6: Working with Graphics

- Inserting Picture Files
- Customizing Graphic Objects
- Working with WordArt

Lesson 7: Spell Check & Thesaurus

- Using the Auto Spell Checker
- Using the Spell Checker
- Working with the Thesaurus
- Using AutoCorrect Feature
- Using the Auto Grammar Checker
- The Grammar Checker
- Smart Lookup

Lesson 8: Page Setup & Printing

- Adding Manual Page Breaks
- Page Setup Options
- Creating Headers and Footers
- Adding Watermarks
- Printing Your Document
- Printing Envelopes
- Mailing Labels

Appendices

- Appendix A: Cursor Movement Keys
- Appendix B: Shortcut Keys