

## COURSE OUTLINE

**Course Name:** Introduction to Microsoft Word

**Target Audience:** Staff with limited or no Word experience.

**Duration:** 1 Day

### Course Goals:

The goal of this course is to equip participants with a knowledge of the basic Word functionality. Participants will develop a basic understanding and ability to create, amend, print and save documents.

The course will include participative and practical elements.

### Learning Objectives and Outcomes:

Upon successful completion of this course, students will be introduced to:

- ✓ Create, **Edit** and save documents in different file formats
- ✓ Apply character formats
- ✓ **Apply paragraph formatting**
- ✓ Create bulleted and number lists
- ✓ Insert page numbers and dates
- ✓ Inserting Graphics
- ✓ Create and edit tables
- ✓ Control page and document appearance
- ✓ Check and correct spelling
- ✓ Printing documents

## Word Overview

- Ribbon
- Contextual tabs
- Quick Access Toolbar
- Keys on the keyboard

## Creating Documents

- Opening
- Saving
- Save As types

## Editing text

- Inserting text
- Deleting text
- Copy and paste
- Using undo/redo

## Formatting Content

- Font
- Paragraph
- Alignment
- Indents
- Bullets
- Numbering
- Shading
- Borders

## Styles

- Using Built in Styles

## Tabs and Tables

- Understand TABS
- Create tabs
- Edit tabs
- Use leaders
- Create table
- Edit rows & columns
- Format tables borders
- Merge cells

## Graphics

- Inserting pictures
- Editing pictures
- Text wrapping
- Insert SmartArt

## Page Options

- Headers & Footers
- Margins
- Orientation
- Cover pages

## Proofing and Printing

- Spell check
- Find & Replace
- Page setup
- Print options