



WORD: INTRODUCTION

Course length: 6 hours

Overview: This course will get you started using Microsoft Word in a productive, hands-on manner. We'll start with creating, formatting, and printing professional documents and letters. Other topics include using bullets and numbered lists, creating tables, controlling page layout, and working with graphics.

Prerequisites: Working knowledge of Windows 7 and basic keyboarding skills.

Note: Students will be provided with a flash drive to save their exercise files.

COURSE OUTLINE

Starting Word

Working with Onscreen Tools

- Using the Ribbon
- Using the Mini Toolbar
- Using the Quick Access Toolbar
- Using KeyTips

Opening Backstage View

Creating a Document

- Displaying Nonprinting Characters
- Using AutoComplete
- Keying Document Text

Saving a Document

- Saving a Document for the First Time
- Saving a Document in a Folder
- Saving a Document with a Different Name
- Showing File Extensions
- Choosing a Different File Format
- Converting a Document

Previewing and Printing a Document

- Previewing in Backstage
- Choosing a Printer
- Setting Print Options

Closing a Document and Closing Word

Changing and Organizing Document Views

- Opening an Existing Document
- Changing Document Views
- Using Show Commands
- Using Zoom
- Changing Window Views

Navigating and Searching Through a Document

- Using Keystrokes to Navigate
- Searching within a Document
- Replacing Text in a Document
- Using the Go To Command to Navigate a Long Document

Selecting, Replacing, and Deleting Text Cutting, Copying, and Pasting Text

- Copying and Moving Text with Clipboard Commands
- Using the Mouse to Copy or Move Text

Formatting Characters Manually

- Changing Fonts and Font Sizes
- Applying Character Attributes
- Changing Case
- Highlighting Text

Using the Format Painter

Formatting Text with Styles

- Applying Styles

Removing Text Formatting

- Using the Clear Formatting Button

Formatting Paragraphs

- Setting Indents
- Changing Alignment
- Shading a Paragraph
- Placing a Border around a Paragraph
- Clearing the Formats from a Paragraph

Setting Line Spacing in Text and Between Paragraphs

- Setting Line Spacing
- Setting Paragraph Spacing

Creating and Formatting a Bulleted List

- Creating a Bulleted List
- Turning Automatic Bulleting On and Off with AutoFormat

Creating and Formatting a Numbered List

- Creating a Numbered List
- Creating an Outline-Style List
- Sorting a List's Contents
- Changing a List's Formatting

Setting and Modifying Tabs

- Setting Tabs on the Ruler
- Using the Tabs Dialog Box
- Moving Tabs
- Clearing Tabs
- Setting Tab Stops