



## Microsoft Word for Office 365 (Desktop or Online) - Part 1

### Summary

Length: 8 hours Level: Foundational

These days, most people take electronic word processing for granted. While we may still write out our grocery lists with pen and paper, we expect to use a computer to create the majority of our documents. It's impossible to avoid word-processing software in many areas of the business world. Managers, lawyers, clerks, reporters, and editors rely on this software to do their jobs. Whether you are an executive secretary or a website designer, you'll need to know the ins and outs of electronic word processing. Microsoft Word is designed to help you 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.

### Learning Objectives

In this course, you will learn fundamental Word skills. You will:

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.

### Course Outline

#### 1. Getting Started with Word

Topic A- Navigate in Microsoft Word

Topic B- Create and Save Word Documents

Topic C- Edit Documents

Topic D- Work with Word Online

#### 2. Formatting Text and Paragraphs

Topic A- Apply Character Formatting

Topic B- Control Paragraph Layout

Topic C- Align Text Using Tabs

Topic D- Display Text in Bulleted or Numbered Lists

Topic E- Apply Borders and Shading

#### 3. Working More Efficiently

Topic A- Make Repetitive Edits

Topic B- Apply Repetitive Formatting

Topic C- Use Styles to Streamline Repetitive Formatting Tasks

Topic D- Customize the Word Environment

#### 4. Managing Lists

Topic A- Sort a List

Topic B- Format a List

## 5. Adding Tables

Topic A- Insert a Table  
Topic B- Modify a Table  
Topic C- Format a Table  
Topic D- Convert Text to a Table

## 6. Inserting Graphic Objects

Topic A- Insert Symbols and Special Characters  
Topic B- Add Images to a Document

## 7. Controlling Page Appearance

Topic A- Apply a Page Border and Color  
Topic B- Add Headers and Footers  
Topic C- Control Page Layout  
Topic D- Add a Watermark

## 8. Preparing to Publish a Document

Topic A- Check Spelling, Grammar, and Readability  
Topic B- Preview and Print Documents  
Topic C- Use Research Tools  
Topic D- Check Accessibility  
Topic E- Save a Document to Other Formats

## 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.

## 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 Logical Operations course: Using Microsoft Windows 10 (Second Edition)