



Microsoft Word Basic & Intermediate

Getting Started

- What is new in Word
- Starting Microsoft Word
- The Microsoft Word Interface
- File Ribbon Tabs
- Microsoft Office Quick Access Bar
- The Ribbon

Working with New Documents

- Create a New Document
- Opening an Existing Document
- Saving a documents
- Renaming Documents
- Working with Multiple Documents
- Document View –Read Mode, Print Layout, Web Layout, Outline and Draft
- Close a Document

Editing Documents

- Typing and Inserting Text
- Selecting text
- Inserting Additional text
- Rearranging Blocks of Text
- Deleting Blocks of Text

- Cutting, Copying and Pasting Text
- Undo / Redo Changes

Formatting Text

- Change Font Typeface and Size
- Font Styles and Effects
- Change Text Color
- Highlight Text
- Copy Formatting
- Clear Formatting

Formatting Pages

- Page Margins and Orientations
- Apply a Page Border and Color
- Creating Header and Footer
- Create a Page Break
- Controlling Where the Page Breaks

Formatting Paragraph

- Change Paragraph Alignment
- Indent Paragraphs
- Add Borders and Shading
- Change Spacing Between Paragraphs and Lines
- Bulleted and Numbered Lists

Tables

- Creating a Table
- Enter Data in a Table
- Working with Table
- To Adjust the Width of a Column
- Adjusting Row Height
- Modify the Table Structure and Format a Table
- Border Painter
- Resizing, Moving and Positioning a Table

Proofing and Printing Documents

- Spelling and Grammar
- Thesaurus
- Previewing and printing a document

Working with Graphics and Objects

- Symbols and Special Characters
- Equations
- Illustrations, Pictures, Online Picture and Video and Shapes
- Wrapping Text –Layout Options
- Watermarks
- Working with WordArts

9 hours