

Course Description

This course is intended for students who want to learn basic Word skills, such as creating, editing, and formatting documents; inserting simple tables and creating lists; employing a variety of techniques for improving the appearance and accuracy of document content.

Learning Objectives

- Navigate and perform common tasks in Word
- Format text and paragraphs.
- Perform repetitive operations efficiently
- Enhance lists by sorting, renumbering, and list styles.
- Create and format tables.
- Insert graphic objects into a document
- Format the overall appearance of a page
- Use Word to help identify and correct problems with spelling, grammar, etc.

Getting Started with Word

- Navigate in Microsoft Word
 - Differences Between the Word Desktop Application and Mobile App
 - Universal Apps
 - The Word Application Window
 - The Ribbon
 - Document Views
 - The Zoom Bar
 - Scroll Bars
 - Keyboard Navigation
 - The Navigation Pane
- Create and Save Word Documents
 - The Backstage View
 - Templates
 - Text Entry
 - Text from a File
 - AutoCorrect
 - Save Options
 - Text Formatting Marks
 - Microsoft OneDrive
- Edit Documents
 - Text Selection Techniques
 - The Clipboard Task Pane
 - Paste Options
 - Drag and Drop
 - Undo and Repeat/Redo
 - Paragraph Structure
 - Text Deletion
- Preview and Print Documents
- Customize the Word Environment
 - Office Themes
 - Quick Access Toolbar

Working more Efficiently

- Make Repetitive Edits
 - Find and Replace
 - Wildcard Search
 - Changing Word Positions
- Apply Repetitive Formatting
 - The Reveal Formatting Task Pane
 - Format Painter
 - Repeat Format
 - Clear Formatting Options
- Use Styles to Streamline Repetitive Formatting Tasks
 - Benefits of Styles
 - Types of Word Styles
 - Where Styles are Saved
 - The Styles Task Pane
 - Managing Formatting and Styles
 - Designing with Type

Adding Tables

- Insert a Table
 - Page Layout Through Tables
 - Table Creation Options
 - Table Navigation Methods
 - Quick Tables
- Modify a Table
 - Table Selection Methods
 - The Table Tools Layout Contextual Tab
 - The table Properties Dialog Box
- Format a Table
 - Table Styles
 - The Table Tools Design Contextual Tab
- Convert Text to a Table
 - The Convert Text to Table Dialog Box
 - Draw Table

Formatting Text and Paragraphs

- Apply Character Formatting
 - The Font Group
 - Galleries
 - The Mini Toolbar
 - Task Panes
 - Text Highlighting Options
- Control Paragraph Layout
 - The Paragraph Group
 - Margins
 - Paragraph Alignment Options
 - Hyphenation Options
 - Indents
- Align Text Using Tabs
 - Custom Tab Stops
 - The Tabs Dialog Box
- Display Text in Bulleted or Numbered Lists
- Apply Borders and Shading

Managing Lists

- Sort a List
 - Sort Types
 - Sort Fields
 - Field Separators
 - Headings
- Format a List
 - Renumbering
 - Multilevel Lists
 - List Styles
 - The Multilevel List Gallery
 - List Appearance Customization Options

Inserting Graphic Objects

- Insert Symbols and Special Characters
 - Symbols
 - Wingdings and Other Symbol Fonts
 - Special Characters
- Add Images to a Document
 - Illustrations
 - SmartArt
 - Charts
 - Pictures
 - Clip Art
 - The Picture Tools Format Contextual Tab
 - Image Layout

Controlling Page Appearance

- Apply a Page Border and Color
 - Page Borders
 - Border Options
 - Page Color Options
- Add Headers and Footers
 - Headers and Footers
 - The Header and Footer Tools Design Contextual Tab
- Control Page Layout
 - Margin Options
 - Guttered Margins and Mirrored Margins
 - Page Orientation
 - Vertical Alignment Options
 - The Paper Size Option
 - Page Breaks
 - The Page Setup Dialog Box
- Add a Watermark
 - Watermarks
 - The Printed Watermark Design Dialog Box

Preparing to Publish a Document

- Check Spelling, Grammar, and Readability
 - Spelling and Grammar Check Options
 - What the Grammar Check Looks For
 - The Dictionary
 - The Readability Statistics Dialog Box
 - The Word Count Dialog Box
- Use Research Tools
 - The Thesaurus
 - The Research Task Pane
 - The Research Options Dialog Box
 - Insights for Office
- Check Accessibility
 - Accessibility
 - Alternative Text
 - Table Accessibility
 - Styles
 - Hyperlink Screen Tips
 - Blank Characters
 - Floating Objects
 - Watermarks
 - Closed Captions
 - Section 508
 - Accessibility Checker
- Save a Document to Other Formats
 - Other Document Formats
 - File Format Options