

Microsoft Word Level 1



Days of Training: 1

Prerequisites:

The course assumes that students know how to use a computer, and that they are familiar with Microsoft Windows. It does not assume that they have used a different version of Word or another word processing program.

Audience:

Students will benefit most from this course if they want to accomplish basic workplace tasks in Word, or if they want to have a solid foundation for continuing to become Word Expert.

Course Description:

Our Microsoft Word Level 1 provides the basic concepts and skills to start being productive with Microsoft Word: how to create, format, and set up a document, and how to add graphics and tables.

OUTLINE:

CHAPTER 1: FUNDAMENTALS

- Module A: Getting around
- Module B: Creating documents
- Module C: Document views

CHAPTER 2: FORMATTING

- Module A: Formatting characters
- Module B: Formatting paragraphs
- Module C: Quick Styles
- Module D: Making lists

CHAPTER 3: DOCUMENT SETUP

- Module A: Page layout
- Module B: Proofing documents
- Module C: Printing, headers, and footers
- Module D: Templates

CHAPTER 4: GRAPHICS

- Module A: Inserting pictures
- Module B: Formatting pictures
- Module C: Picture layout

CHAPTER 5: TABLES

- Module A: Creating tables
- Module B: Formatting tables