

# Microsoft Word Level I

Learn essential shortcuts and techniques in this hands-on Microsoft Word class. Gain skills for improving productivity and efficiency, including mass emails, formatting fixes, and time-saving shortcuts. No prior Word experience needed.

Group classes in Live Online and onsite training is available for this course. For more information, email [onsite@graduateschool.edu](mailto:onsite@graduateschool.edu) or visit: <https://sdfm.graduateschool.edu/courses/beginner-microsoft-word>



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## Course Outline

### The Word Interface

- Quick Access Tool Bar
- The Ribbon
- Views
- Zoom Options
- Navigation Pane

### File Management

- New File
- Save As
- Close a file
- Open a File
- Save

### Creating a Document

- Using Templates
- Entering Content
- Copy & Paste
- Cut & Paste
- Paste Options

### Text Formatting (Font Group)

- Bold/Italics/Underline
- Font Color
- Change Case
- Small Caps Effect
- Text Effects

## **Paragraph Formatting (Paragraph Group)**

- Alignment
- Indentation
- Non-printing formatting marks
- Shading
- Line Spacing
- Tabs

## **Bulleted and Numbered Lists**

- Format Text as a Bulleted List
- Custom Bullets
- Numbered List

## **Using Borders and Shading**

- Text Border
- Paragraph Border
- Paragraph Shading
- Horizontal line

## **Find/Replace**

- Find
- Replace Text
- Replace Formatting
- Go To
- Applying Quick Styles
- Create a New Style
- Modify a Style

## **Working with Lists**

- Sorting a list
- Multi-level Sort

## **Working with Images**

- Inserting Pictures from a File
- Picture Color
- Picture Border
- Inserting Pictures from Online Sources
- Artistic Effects
- Picture Effects
- Crop to Shape
- Inserting Pictures from Stock Images
- Picture Styles
- Picture Size
- Picture Position
- Other Graphics

## **Creating a Chart**

- Inserting a Chart
- Quick Layout
- Chart Styles

## **Formatting a Chart**

- Edit Data
- Change Chart type
- Chart Object outline
- Change the size of the Chart
- Save Chart as Template

## **Working with Tables**

Inserting Tables

### **Table Styles**

Table Style Options

### **Table Layout**

- Rows and Columns
- Merge Cells
- AutoFit
- Alignment
- Formulas
- Convert to Text

## **Creating Organizational Pages**

- Cover Page
- Insert Blank Pages
- Table of Contents
- Update Table of Contents
- Modify Listing of Table of Contents

## **Using Hyperlinks**

- Hyperlink to webpage
- Hyperlink to a place in the document
- Hyperlink to an email address

## **Page Layouts**

- Section Breaks
- Margins
- Columns

## **Headers and Footers**

Headers & Footers

## **Page Borders and Colors**

- Page Border
- Page Color
- Watermark

## Reviewing a Document

- Spelling, Grammar, and Writing suggestions
- Word Count
- Thesaurus
- Comments