COURSE SYLLABUS

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 (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://sdfm.graduateschool.edu/courses/beginner-microsoft-word



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Course Outline

The Word Interface

- Quick Access Toolbar
- 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