

Word - 101

Days of Training: 1

Overview

In this course, you'll learn how to use Word to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents.

Lesson 1: Getting Started with Word

- Identify the Components of the Word Interface
- Create a Word Document
- Help

Lesson 2: Editing a Document

- Navigate and Select Text
- Modify Text
- Find and Replace Text

Lesson 3: Formatting Text and Paragraphs

- Apply Character Formatting
- Align Text Using Tabs
- Display Text as List Items
- Control Paragraph Layout
- Apply Borders and Shading
- Apply Styles
- Manage Formatting

Lesson 4: Adding Tables

- Insert a Table
- Modify a Table
- Format a Table
- Convert Text to a Table

Lesson 5: Managing Lists

- Sort a List
- Renumber a List
- Customize a List

Lesson 6: Inserting Graphic Objects

- Insert Symbols and Special Characters
- Add Images to a Document

Lesson 7: Controlling Page Appearance

- Apply a Page Border and Color
- Add a Watermark
- Add Headers and Footers
- Control Page Layout

Lesson 8: Proofing a Document

- Check Spelling and Grammar
- Other Proofing Tools

Lesson 9: Customizing the Word Environment

- Customize the Word Interface
- Additional Save Options

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Word - 102

Days of Training: 1

Overview

Students will learn to use Word more efficiently by automating some tasks and creating complex documents that include lists, tables, charts, graphics, and newsletter layouts and will merge data to personalize correspondence and labels.

Prerequisites

Word - 101

Lesson 1: Working with Tables and Charts

- Sort Table Data
- Control Cell Layout
- Perform Calculations in a Table
- Create a Chart

Lesson 2: Customizing Formats Using Styles and Themes

- Create and Modify Text Styles
- Create Custom List or Table Styles
- Apply Document Themes

Lesson 3: Using Images in a Document

- Resize an Image
- Adjust Image Appearance
- Integrate Pictures and Text
- Insert and Format Screenshots
- Insert Video

Lesson 4: Creating Custom Graphic Elements

- Create Text Boxes and Pull Quotes
- Draw Shapes
- Add WordArt and Other Text Effects
- Create Complex Illustrations with SmartArt

Lesson 5: Inserting Content Using Quick Parts

- Insert Building Blocks
- Create and Modify Building Blocks
- Insert Fields Using Quick Parts

Lesson 6: Controlling Text Flow

- Control Paragraph Flow
- Insert Section Breaks
- Insert Columns
- Link Text Boxes to Control Text Flow

Lesson 7: Using Templates

- Create a Document Using a Template
- Create a Template

Lesson 8: Using Mail Merge

- The Mail Merge Features
- Merge Envelopes and Labels
- Create a Data Source Using Word

Lesson 9: Using Macros

- Automate Tasks Using Macros
- Create a Macro

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