

Microsoft Word for Office 365 (Desktop or Online): Part 1

Course length: 1 day(s)

Course Description

These days, most people take electronic word processing for granted. While we may still write out our grocery lists with pen and paper, we expect to use a computer to create the majority of our documents. It's impossible to avoid word-processing software in many areas of the business world. Managers, lawyers, clerks, reporters, and editors rely on this software to do their jobs. Whether you are an executive secretary or a website designer, you'll need to know the ins and outs of electronic word processing.

Microsoft® Word is designed to help you move smoothly through the task of creating professional-looking documents. Its rich features and powerful tools can make your work easy, and even fun. In this course, you'll learn how to use Word on the desktop to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents.

Note: Most Office 365 users perform the majority of their daily tasks using the desktop version of the Office software, so that is the focus of this training. The course material will also enable you to access and effectively utilize many web-based resources provided with your Office 365 subscription. This includes brief coverage of key skills for using Word for the Web and OneDrive. Helpful notes throughout the material alert you to cases where the online version of the application may function differently from the primary, desktop version.

Course Objective

Microsoft® Word 2016 is designed to help you move smoothly through the task of creating professional-looking documents. Its rich features and powerful tools can make your work easy, and even fun. In this course, you'll learn how to use Word 2016 to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents.

This course covers Microsoft Office Specialist exam objectives to help students prepare for the Word 2016 Exam and the Word 2016 Expert Exam.

Target Student

To ensure your success, you should have end-user skills with any current version of Windows, including being able to start and close applications, navigate basic file structures, manage files and folders, and access websites using a web

Prerequisites

To ensure your success, you should have end-user skills with any current version of Windows, including being able to start and close applications, navigate basic file structures, manage files and folders, and access websites using a web browser.



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Course Content

Lesson 1: Getting Started with Word

- Topic A:** Navigate in Microsoft Word
- Topic B:** Create and Save Word Documents
- Topic C:** Edit Documents
- Topic D:** Work with Word for the Web

Lesson 2: Formatting Text and Paragraphs

- Topic A:** Apply Character Formatting
- Topic B:** Control Paragraph Layout
- Topic C:** Align Text Using Tabs
- Topic D:** Display Text in Bulleted or Numbered Lists
- Topic E:** Apply Borders and Shading

Lesson 3: Working More Efficiently

- Topic A:** Make Repetitive Edits
- Topic B:** Apply Repetitive Formatting
- Topic C:** Use Styles to Streamline Repetitive Formatting Tasks
- Topic D:** Customize the Word Environment

Lesson 4: Managing Lists

- Topic A:** Sort a List
- Topic B:** Format a List

Lesson 5: Adding Tables

- Topic A:** Insert a Table
- Topic B:** Modify a Table
- Topic C:** Format a Table
- Topic D:** Convert Text to a Table

Lesson 6: Inserting Graphic Objects

- Topic A:** Insert Symbols and Special Characters
- Topic B:** Add Images to a Document

Lesson 7: Controlling Page Appearance

- Topic A:** Apply a Page Border and Color
- Topic B:** Add Headers and Footers
- Topic C:** Control Page Layout
- Topic D:** Add a Watermark

Lesson 8: Preparing to Publish a Document

- Topic A:** Check Spelling, Grammar, and Readability
- Topic B:** Preview and Print Documents
- Topic C:** Use Research Tools
- Topic D:** Check Accessibility
- Topic E:** Save a Document to Other Formats

Appendix A: Mapping Course Content to Word Associate: Exam MO-100

Appendix B: Mapping Course Content to Word Expert: Exam MO-101

Appendix C: Microsoft Word Common Keyboard Shortcuts