



Word Level 1

Microsoft Office 2010 / 2013 / 2016 / 365

Course Length: 1 Day

Course Delivery: Traditional Classroom · Online Live · On Demand

Overview

A great foundation for beginning and novice users. Learn to create documents, enter and edit content, use spacing and indents, work with tables, and finalize page layouts for printing.

Lesson 1:

- Getting around in word
- Understanding the word environment
- Working with the quick access toolbar
- Using the word help feature

Lesson 2:

- Creating documents
- Creating a new document
- Entering text
- Saving a new document
- Saving an existing document
- Using “save as”
- Closing a document
- Opening an existing document

Lesson 3:

- Editing word documents
- Navigating within a document
- Selecting text
- Overwriting, inserting and deleting text
- Undoing and redoing
- Moving and copying text
- Finding and replacing text
- Reviewing documents

Lesson 4:

- Formatting text
- Changing font sizes and types
- changing text color and highlighting text
- Applying effects
- Applying styles
- Copying and clearing formats
- Finding and replacing text formatting

Lesson 5:



- Controlling text and page layout
- Setting tabs to align text
- Creating bulleted and numbered lists
- Creating indents and spacing
- Aligning text
- Adding borders and shading
- Adding a page border
- Inserting pages and page breaks

Lesson 6:

- Using tables
- Creating a table
- Entering and selecting information in a table
- Adding rows and columns to a table
- Merging cells in a table
- Adding shading to a table
- Deleting rows and columns in a table
- Formatting a table
- Converting table to text

Lesson 7:

- Using page setup and printing options
- Creating margins
- Changing page orientation
- Changing page views
- Inserting a header and footer
- Using print preview
- Printing a document

LESSON 8:

- Enhancing document objects and text
- Inserting clip art
- Adding symbols and special characters
- Inserting a watermark⁷⁸
- Using Auto text
- Using word and autocorrect options

To register or for more information call our office (208) 898-9036 or email register@leapfoxlearning.com



Microsoft® Partner
Silver Learning



"The Clever Advantage"