



Microsoft®
Word

Working with Microsoft Word Level 1

Who Should Attend:

This course is for individuals who are new to Microsoft Word and want to gain confidence navigating the interface, create professional documents, and formatting their document to present it clearly.

Format:

- 1-day instructor-led sessions or
- Two 3-hour web-based online classroom sessions
- Optional follow up Coaching Session to reinforce learning.
- Customized options for shorter in-house training are also available.

Additional Materials

- Enrollment in our Monthly LearningLink Newsletter
- Lifetime Support
- A Free Follow-up 30-minute Coaching Session

Learning Microsoft Word

Microsoft Word is a powerful graphical word processor that allows users to create professional documents and is part of the Microsoft Office suite. In this course, students learn to create, navigate, and organize documents. They learn to edit and manipulate text, view, and format documents, and use Word's predefined functions. Students use the Find and Replace feature, use proofreading tools, create, format, and modify tables and reports, work with hyperlinks, and learn how to preview and print a document.

This course will help you:

- Enter, edit, and format data to create workbooks.
- Enter data using time-saving tools like Flash Fill and Autocomplete
- Use functions and formulas to calculate data.
- Understand Relative and Absolute Cell References
- Format worksheets and cells
- Manage larger workbooks.
- Print workbooks.
- Customize the interface by changing ribbon display options and customizing the Quick Access Toolbar

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Detailed Synopsis:

Working with Microsoft Word Level 1

Microsoft Word is the most popular word processing program in the world. If you wish to create letters, reports, documents, etc., Microsoft Word is the software most used.

This course is designed for students who desire the skills necessary to create, edit, format, and print basic Microsoft Word documents. It teaches students how to create and edit documents, apply formatting options, set tabs and indents, manipulate the text using features such as copy, paste, and preview, and then print the document.

Section 1: Getting Started with Microsoft Word

Students will learn to create and save Microsoft Word documents. They will be able to identify most of the components of the Word interface and navigate the ribbon as well as the backstage view. Also, they will be introduced the help function and how to use it effectively.

Section 2: Editing a Document

In this section, students will learn to navigate through a document as well selecting text and text from multiple places within the document. They will learn to modify text to make their document to look more appealing in a professional environment. They will also use the find and replace text and the options that are available to them.

Section 3: Formatting Text and Paragraphs

This unit provides students the ability to apply character formatting to their document. They will learn how to use tabs on the ruler and align text using the tabs. They will be able to display listed items using bullets and numbering. Students will be able to control paragraph layouts and modify it within their professional document. They will also learn to apply borders around text and using the shading option to allow specific text to stand out. We will educate them on how to apply different styles within the Microsoft Word functions and manage the format of a paragraph.

Section 4: Managing Lists

In this section, students will be able to sort lists in ascending and descending order, sort numbers from largest to smallest as well sorting dates from newest to oldest and vice versa. They will also learn to create customized lists and apply it to their document.

Section 5: Inserting Graphic Objects

This section provides students the knowledge in using symbols and special characters when creating documents. They will also learn to insert images into a document to add a professional look.

Section 6: Using Images in a Document

Students will learn to modify images using Microsoft word. They will learn how to resize and adjust the image to fit the appearance of their document. They will be able to integrate pictures and text as well insert screen shots to enhance the look of their document. Also, they will have the ability to adjust the image appearance within Microsoft Word.

Section 7: Proofing a Document

Proofing a document is a very import section in Microsoft Word. Upon completion of this section, students will have the knowledge of using spell and grammar checker to ensure that the are no mistakes. They will also familiarize themselves with other proofing tools like the thesaurus and installing additional language support.

Section 8: Customizing the Word Environment

This section allows students to customize the Microsoft Word interface to fit their needs. They will look at different saving options as well exporting documents to PDF.

[Click here to Book a seat:](#)

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