Microsoft Word - Level I

101-P24-CE

In-Class

16 hours

EGP 2200

Target Audience:
This course is intended for participants with little or no familiarity with Microsoft Word.

Course Description:
This training course is designed for participants who are unfamiliar with Microsoft Word. Through a structured training course at Level I, participants will learn to create, edit, and enhance standard business documents using Microsoft Word. By the end of the course, participants will achieve basic proficiency in creating, managing, and finalizing Word documents, as well as navigating and customizing the interface.

Course Objectives:
- Create a Microsoft Word document.
- Identify the components of the Ribbon.
- Recognize the Backstage View in Microsoft Word.
- Execute Efficiency with the Quick Access Toolbar.
- Format text in a Microsoft Word document.
- Apply Edits on Word Documents.
- Apply the page layout settings in a document.
- Use advanced formatting techniques in Microsoft Word.
- Organize and present data effectively by formatting tables.
- Execute images on a Microsoft Word document.
- Demonstrate a document by adding headers and footers.

Course Outline:
Module 1: Creating a Microsoft Word Document
- Starting Microsoft Word
- Creating a Document
- Saving a Document
- Importing a File
- The Status Bar
- Closing a Document

Module 2: Ribbon
- The Ribbon
- Tabs
- Groups
- Commands

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Module 3: The Backstage View
- Introduction to the Backstage View.
- Opening a Document.
- New Documents and Word Templates.
- Configuring Documents to Print.
- Adding Your Name to Microsoft Word.

Module 4: The Quick Access Toolbar
- Adding Common Commands.
- Adding Additional Commands with the Customize Dialog Box.
- Adding Ribbon Commands or Groups.
- Placement.

Module 5: Formatting Microsoft Word Documents
- Selecting Text.
- Selecting Fonts.
- Working with Lists.
- Inserting a Hyperlink in a Document.
- Using Styles.
- Using Themes.

Module 6: Editing Documents
- Find.
- Find and Replace.
- Find and Replace Tips.
- Appending Text to a Document.
- Using the Clipboard

Module 7: Page Layout
- Orientation and Paper Size.
- Using Live Layout and Alignment Guides.
- Working with Columns.
- Advanced Formatting.
- Working with Fields.

Module 8: Advanced Formatting
- Shading and Borders
- Setting Line and Paragraph Spacing
- Changing Styles
- Paragraph Marks and Other Formatting Symbols
- Editing PDF Documents in Microsoft Word

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Module 9: Working with Tables
- Inserting a Table
- Table Styles
- Formatting a Table

Module 10: Working with Images
- Inserting Images.
- Placing and Sizing Images.
- Wrapping Text around an Image.
- Adjusting Images.
- Borders and Effects.

Module 11: Finalizing Microsoft Word Documents
- Adding Page Numbers.
- Headers and Footers.
- Checking Spelling and Grammar.

Assessment and Attendance Strategy:
- Participants will be evaluated based on their participation in class discussions and individual exercises.
- Each Participant must achieve 80% attendance of the total in-class sessions.

Upon Successful Completion of this Course, participants will obtain:
1.3 CEUs

Course Language:
Bilingual

Prerequisites:
Good knowledge of Microsoft Windows

This program entitles you to attend:
Microsoft Word – Level II