

Course Outline

Microsoft Word Beginner



Duration: 1 day (6 hours)

Learning Objectives:

This ILT Series course covers the basic skills and concepts students need to use Microsoft Word 2013 productively and efficiently. After an introduction to Word's window components, students will learn how to create and save documents and how to navigate documents. Then they will edit, copy and paste, and find and replace text. They will also learn how to enhance the appearance of a document by using various formatting options. In addition, they will create tables, adjust page layout, work with graphics, use styles and outlines, and proof and print documents..

Topics Covered:

- Unit 1: Getting started
 - Topic A: The Word window
 - Topic B: New documents
 - Topic C: Document navigation
- Unit 2: Editing text
 - Topic A: Working with text
 - Topic B: The Undo and Redo commands
 - Topic C: Cut, copy, and paste
 - Topic D: Find and replace
- Unit 3: Formatting text
 - Topic A: Character formatting
 - Topic B: Tab settings
 - Topic C: Paragraph formatting
 - Topic D: Paragraph spacing and indents
- Unit 4: Tables
 - Topic A: Creating tables
 - Topic B: Working with table content
 - Topic C: Changing the table structure
 - Topic D: Table design options
 - Topic E: Table data
- Unit 5: Page layout
 - Topic A: Headers and footers
 - Topic B: Page setup

- Unit 6: Graphics
 - Topic A: Adding graphics and clip art
 - Topic B: Working with graphics
- Unit 7: Styles and outlines
 - Topic A: Examining formatting
 - Topic B: Working with styles
 - Topic C: Working with outlines
- Unit 8: Proofing, printing, and exporting
 - Topic A: Spelling and grammar
 - Topic B: AutoCorrect
 - Topic C: Printing and exporting documents