Microsoft® Word Level 1

This one-level Word training course covers all the most important elements of using Microsoft's word processing application. Highlights of the course include information on signing into a Microsoft account in Office, adding online images and video to a document, customizing a document with themes and formatting sets, and customizing the Word interface.

Duration 2 days

Skills Taught

Getting Started
The course begins with a look at how to start Word, create a basic document, and then close Word. Then, participants will learn how to sign into Office with a Microsoft account. The module concludes with information on saving and opening documents.

Your First Document
This module is all about basic document tasks. First, typing, deleting, and selecting text are covered. Then, editing tools (including cut, copy, paste, undo, and redo) are covered. Finally, find and replace tools are covered.

Formatting Text, Part One
One of Word's most important features is its wide array of document formatting tools. Participants will learn about the basic tools in this module, including changing font face, size, and color; applying text effects; and using the Font dialog.

Formatting Text, Part Two
Next, participants will learn about advanced text formatting tools, including styles, themes, document formatting sets, and the Format Painter. The Clear Formatting command will also be covered.

Working with Paragraphs
In this module, participants will learn how to move text, create bulleted and numbered lists, change line spacing, align and justify text, and use the Paragraph dialog.

Formatting the Page
Participants will learn how to add a cover page to a document, format text as columns, add a watermark, change the page color, and apply a page border.

Inserting Art and Objects, Part One
This module covers inserting tables, charts, SmartArt, equations, and screenshots into a document.

Inserting Art and Objects, Part Two
This module covers inserting local and online images, videos, shapes, and text boxes into a document.

The Finishing Touches
Now that participants understand all the essentials of working with Word, this module will cover techniques for polishing a document. Topics include running a spell check, inserting page numbers, adding headers and footers, creating a table of contents, and creating an index.

Viewing Your Document
This module explores the different viewing tools offered by Word, including zoom commands and the new Read mode.

Printing and Sharing Your Document
Next, participants will learn how to print, e-mail, and share documents. They will also learn how to open, edit, and save PDF files with Word.

Customizing the Interface
The final module of this course will show participants how to change ribbon display options, customize the Quick Access toolbar, customize and create ribbon tabs, and reset interface changes.