

Microsoft Word Level 1 – Course Outlines

About This Course

This course is designed for delegates new to working with Microsoft Word and will learn to create, edit, format and print Word documents.

Target Audience

Delegates who have little or no familiarity with Microsoft Word

At Course Completion

After completing this course, students will be able to:

- ✓ Learn to create and edit Microsoft Word documents
- ✓ Learn about the Ribbon
- ✓ Learn about the File tab
- ✓ Learn to create new documents and use Word templates
- ✓ Learn to format Word documents
- ✓ Learn to add page numbers; headers and footers; and spell and grammar check documents

Course Content

Module 1: Creating a Microsoft Word Document

This module explains how to get started creating Microsoft Word documents

- Starting a Microsoft Document
- Creating a Document
- Saving a Document
- Importing a File
- The Status Bar
- Closing a Document

Module 2: The Ribbon

This module explains how to work with the Ribbon in Microsoft Word

- The Ribbon
- Tabs
- Groups
- Commands

Module 3: The Backstage View (The File Menu)

This module explains how to work with the many features located in the Backstage view

- Introduction to the Backstage View
- Opening a Document
- Exercise: Open a Document
- New Documents and Word Templates
- Configuring Documents to Print
- Adding Your Name to Microsoft Word
- Adding Values to Document Properties
- Working with Autosaved Versions of Documents



Module 4: The Quick Access Toolbar

This module explains how to work with the Quick Access Toolbar in Microsoft Word

- Adding Common Commands
- Adding Additional Commands with the Customise Dialog Box
- Adding Ribbon Commands and Groups
- Placement

Module 5: Formatting Microsoft Word Documents

This module explains how work with formatting in Microsoft Word

- Selecting Text
- Selecting Fonts
- Working with Lists
- Inserting a Hyperlink in a Document
- Using Styles
- Using Themes
- Using the Ruler

Module 6: Editing Documents

This module explains how to edit documents in Microsoft Word

- Find
- Find and Replace
- Find and Replace Tips
- Appending Text to a Document
- Using the Clipboard

Module 7: Finalising Microsoft Word Documents

This module explains how to use various features to finalise Microsoft Word documents

- Adding Page Numbers
- Headers and Footers
- Checking Spelling and Grammar

Module 8: Microsoft Word New Features Since 2016

This module explains how to use the Read Mode and the Object Zoom feature

- Using Read Mode
- Object Zoom Feature
- Alignment Guides
- Tell Me
- Smart Lookup

Course duration: one day