

Microsoft Word for Office 365 (Desktop or Online) - Part 1

Overview

In this course, you'll learn how to use Word on the desktop to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents. This course covers Microsoft Office Specialist Program exam objectives to help you prepare for the Word Associate (Office 365 and Office 2019): Exam MO-100 and Word Expert (Office 365 and Office 2019): Exam MO-101 certification exams.

Prerequisite Comments

To ensure your success, you should have end-user skills with any current version of Windows, including being able to start and close applications, navigate basic file structures, manage files and folders, and access websites using a web browser. To obtain this level of skills and knowledge, you can take any one or more of the following courses:

Using Microsoft® Windows® 10

Microsoft® Windows® 10: Transition from Windows® 7

Target Audience

This course is intended for those with a basic understanding of Microsoft® Windows® and who need to learn basic Word skills, such as creating, editing, and formatting documents; inserting simple tables and creating lists; and employing a variety of techniques for improving the appearance and accuracy of document content.

Course Objectives

In this course, you will learn fundamental Word skills.

You will:

Navigate and perform common tasks in Word, such as opening, viewing, editing, saving, and printing documents, and configuring the application.

Format text and paragraphs.

Perform repetitive operations efficiently using tools such as Find and Replace, Format Painter, and Styles.

Enhance lists by sorting, renumbering, and customizing list styles.

Create and format tables.

Insert graphic objects into a document, including symbols, special characters, illustrations, pictures, and clip art.

Format the overall appearance of a page through page borders and colors, watermarks, headers and footers, and page layout.

Use Word features to help identify and correct problems with spelling, grammar, readability, and accessibility.

Course Outline

1 - Getting Started with Word

Topic A: Navigate in Microsoft Word
Topic B: Create and Save Word Documents
Topic C: Edit Documents
Topic D: Work with Word Online

2 - Formatting Text and Paragraphs

Topic A: Apply Character Formatting
Topic B: Control Paragraph Layout
Topic C: Align Text Using Tabs
Topic D: Display Text in Bulleted or Numbered Lists
Topic E: Apply Borders and Shading

3 - Working More Efficiently

Topic A: Make Repetitive Edits
Topic B: Apply Repetitive Formatting
Topic C: Use Styles to Streamline Repetitive Formatting Tasks
Topic D: Customize the Word Environment

4 - Managing Lists

Topic A: Sort a List
Topic B: Format a List

5 - Adding Tables

Topic A: Insert a Table
Topic B: Modify a Table
Topic C: Format a Table
Topic D: Convert Text to a Table

6 - Inserting Graphic Objects

Topic A: Insert Symbols and Special Characters
Topic B: Add Images to a Document

7 - Controlling Page Appearance

Topic A: Apply a Page Border and Color
Topic B: Add Headers and Footers
Topic C: Control Page Layout
Topic D: Add a Watermark

8 - Preparing to Publish a Document

Topic A: Check Spelling, Grammar, and Readability

Topic B: Preview and Print Documents

Topic C: Use Research Tools

Topic D: Check Accessibility

Topic E: Save a Document to Other Formats
