

Course Outline

- Course Objective:** Upon successful completion of this course, students will be able to: create a basic Word document; edit a document; format text; format paragraphs; insert a table; insert special characters and graphical objects; control the page setup and appearance of a Word document and proofread documents for accuracy.
- Target Student:** This course is intended for individuals who want to gain basic knowledge of working with Word.
- Prerequisites:** To be successful in this course, you should be familiar with using personal computers and you should have used the mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on the computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

Course Content

1. Creating a Basic Word Document

- Identify the Elements of the User Interface
- Customize the Word Environment
- Enter Text in a Document
- Save a Document
- Open a Document in Different View Modes
- Print a Document
- Obtain Help in Word

2. Editing a Word Document

- Navigate Through a Document and Select Text
- Modify Text
- Undo Text Changes
- Find and Replace Text

3. Formatting Text in a Word Document

- Change Font Styles
- Highlight Text in a Document

4. Formatting Paragraphs in a Word Document

- Set Tabs to Align Text
- Modify the Layout of a Paragraph
- Create Lists
- Apply Borders and Shading
- Apply Styles
- Manage Formatting
- Inserting Tables in a Word Document

5. Create a Table

- Modify a Table
- Format a Table
- Convert Text to a Table

6. Inserting Special Characters and Graphical Objects

- Insert Symbols and Special Characters
- Insert Illustrations in a Document

7. Controlling the Appearance of the Pages in a Word Document

- Control the Layout of a Page
- Apply a Page Border and Color
- Add Watermarks
- Add Headers and Footers

8. Proofreading a Word Document

- Check Spelling and Grammar
- Use the Thesaurus
- Customize the AutoCorrect Options