

ME-WRD365L1: MICROSOFT® WORD 365 LEVEL 1



DURATION	LEVEL	TECHNOLOGY	DELIVERY METHOD	TRAINING CREDITS
1 Day	Introduction	Office 365	Instructor Led	NA

INTRODUCTION

This course is intended to help all novice computer users get up to speed with Word quickly. We will cover different features of the interface, show users how to create a basic document, and introduce users to Word's most important tools.

By the end of this course, students should be comfortable with creating, saving, and sharing a new document. Students will also become familiar with using and customizing the Microsoft Word interface.

The training delivery is based on the desktop application and not on the online/browser version of the application.

This one-day workshop will help participants learn how to:

- Identify the Components of the Word Interface
- Edit a document
- Format Text and Paragraphs
- Insert and Modify a table
- Convert Text to a Table
- Sort, Renumber and Customize a List
- Add Graphics to a Document
- Control Page Appearance
- Check Spelling and Grammar on a Document
- Customize the Word Interface

AUDIENCE PROFILE

This course is intended for anyone who understands the basics of using a Windows-based computer and would like to learn more about Microsoft Word 365.

PREREQUISITES

This manual assumes the user understands the basics of using a Windows-based computer. Students should be comfortable using the keyboard, mouse, and Start menu. No previous experience with other versions of Microsoft Word is necessary.

COURSE OBJECTIVES

- Getting Started with Word
- Editing a Document
- Formatting Text and Paragraphs
- Adding Tables
- Managing Lists

- Adding Graphics
- Controlling Page Appearance
- Proofing a Document
- Advanced Topics

COURSE CONTENT

Lesson 1: Course Overview

- Learning Objectives

Lesson 2: Getting Started with Word

TOPIC A: Identify the Components of the Word Interface

- Microsoft Office Word 365
- Word Documents
- The Word Application Window
- The Ribbon
- The Backstage View
- Task Panes
- Galleries
- Activity 1-1: Identifying the Elements of the Word Interface

TOPIC B: Create a Word Document

- Creating a Blank Document
- Default Typing Options
- Formatting Marks
- Save Options
- Sharing a Document
- Preview and Print Options
- Activity 1-2: Creating a Word Document

TOPIC C: Use Document Views

- View Features
- Page Movement
- Document Views
- Window Views
- Zoom Options
- Activity 1-3: Changing the Document View

TOPIC D: Help Features

- Using Tell Me
- Using the Help Tab
- Using the Help Task Pane
- Activity 1-4: Getting Help in Microsoft Word 365
- Summary
- Review Questions

Lesson 3: Editing a Document

TOPIC A: Navigate and Select Text

- Scroll Bars
- Keyboard Navigation
- Text Selection
- Activity 2-1: Navigating and Selecting Text

TOPIC B: Modify Text

- Text Editing Options
- The Clipboard Task Pane
- Paste Options

- Live Preview
- The Undo Command
- The Redo Command
- Activity 2-2: Modifying Text

TOPIC C: Find and Replace Text

- The Navigation Pane
- The Find and Replace Dialog Box
- Find Options
- Find and Replace with Wildcards
- Activity 2-3: Finding and Replacing Text
- Summary
- Review Questions

Lesson 4: Formatting Text and Paragraphs

TOPIC A: Apply Character Formatting

- Fonts
- The Mini Toolbar
- Font Options
- Text Highlighting Options
- The Format Painter
- Activity 3-1: Applying Character Formatting

TOPIC B: Align Text Using Tabs

- Tabs
- Rulers
- Tab Stops on a Ruler
- The Tabs Dialog Box
- Activity 3-2: Align Text Using Tabs

TOPIC C: Display Text as List Items

- Lists
- Bulleted Lists
- Numbered Lists
- List Appearance Customization Options
- Activity 3-3: Displaying Text as List Items

TOPIC D: Control Paragraph Layout

- Margins
- Paragraph Alignment Options
- Indents
- Indent Markers
- Indentation Options
- Spacing Options
- Hyphenation
- Activity 3-4: Controlling Paragraph Layout

TOPIC E: Apply Borders and Shading

- Borders

- Shading
- The Borders and Shading Dialog Box
- Activity 3-5: Applying Borders and Shading

TOPIC F: Apply Styles

- Word Styles
- Style Sets
- The Styles Task Pane
- Applying Styles
- Activity 3-6: Applying Styles

TOPIC G: Manage Formatting

- The Reveal Formatting Task Pane
- Clear Formatting Options
- Find and Replace Text Formatting Options
- Activity 3-7: Managing Formatting
- Summary
- Review Questions

Lesson 5: Adding Tables

TOPIC A: Insert a Table

- Tables
- Using Tables to Control Page Layout
- Table Creation Options
- Quick Tables
- Inserting Excel Data
- Table Navigation Methods
- Activity 4-1: Inserting a Table

TOPIC B: Modify a Table

- Table Selection Methods
- The Table Tools – Layout Contextual Tab
- The Table Properties Dialog Box
- Inserting and Deleting Rows and Columns
- Moving and Resizing Rows and Columns
- Customizing Cell Margins
- Setting Table Titles
- Activity 4-2: Modifying a Table

TOPIC C: Format a Table

- Table Styles
- Table Fonts
- The Table Tools – Design Contextual Tab
- Activity 4-3: Formatting a Table

TOPIC D: Convert Text to a Table

- The Convert Text to Table Dialog Box

- The Convert Table to Text Dialog Box
- Activity 4-4: Converting Text to a Table
- Summary
- Review Questions

Lesson 6: Managing Lists

TOPIC A: Sort a List

- Sort Types
- Sort Fields
- Sorting Text
- Activity 5-1: Sorting a List

TOPIC B: Renumber a List

- Renumbering Options
- Activity 5-2: Renumbering a List

TOPIC C: Customize a List

- Multilevel Lists
- Increasing and Decreasing List Levels
- List Styles
- The Multilevel List Gallery
- List Appearance Formatting Options
- Activity 5-3: Customizing a List
- Summary
- Review Questions

Lesson 7: Adding Graphics

TOPIC A: Insert Symbols and Special Characters

- Symbols
- Special Characters
- Activity 6-1: Inserting Symbols and Special Characters

TOPIC B: Add Images to a Document

- Illustrations
- Local Pictures
- Online Pictures
- Icons
- The Screenshot Tool
- The Picture Tools – Format Contextual Tab
- Activity 6-2: Adding Images to a Document

TOPIC C: Add Media to a Document

- Inserting 3D Models
- Working with 3D Models
- Video Links
- Inserting a Video
- Playing a Video
- Activity 6-3: Add Media to a Document

- Summary
- Review Questions

Lesson 8: Controlling Page Appearance

TOPIC A: Apply a Page Border and Colour

- Page Borders
- Border Options
- Page Colour Options
- Activity 7-1: Applying a Page Border and Colour

TOPIC B: Add a Watermark

- Watermarks
- The Printed Watermark Dialog Box
- Activity 7-2: Adding a Watermark

TOPIC C: Add Headers and Footers

- Inserting Page Numbers
- Headers and Footers
- The Header & Footer Tools Design Tab
- Activity 7-3: Adding Headers and Footers

TOPIC D: Control Page Layout

- Margin Options
- Page Orientation
- Vertical Alignment Options
- The Paper Size Option
- Page Breaks
- The Page Setup Dialog Box
- Activity 7-4: Controlling Page Layout
- Summary
- Review Questions

Lesson 9: Proofing a Document

TOPIC A: Check Spelling and Grammar

- Spelling and Grammar Check Options
- The Dictionary
- The Readability Statistics Dialog Box
- The Word Count Dialog Box
- Activity 8-1: Checking Spelling and Grammar

TOPIC B: Other Proofing Tools

- The Thesaurus
- The Thesaurus Task Pane
- The Translator
- Smart Lookup
- The Researcher
- The Research Options Dialog Box

- Activity 8-2: Using Other Proofing Tools

TOPIC C: Check Accessibility

- Accessibility
- Section 508
- Accessibility Checker
- Adding Alternative Text to Objects
- Activity 8-3: Checking Accessibility

TOPIC D: Using Accessibility Features

- Using the Speech Reader
- Launching Learning Tools
- Using the Immersive – Learning Tools Tab
- Activity 8-4: Using Accessibility Features
- Summary
- Review Questions

Lesson 10: Advanced Topics

TOPIC A: Customize the Word Interface

- The Word Options Dialog Box
- Customizing the Ribbon
- Customizing the Quick Access Toolbar
- The AutoCorrect Dialog Box
- The AutoCorrect Tab
- Add-Ins
- Activity 9-1: Customizing the Word Interface

TOPIC B: Additional Save Options

- Word 365 File Formats
- Compatibility Checker
- Configuring AutoSave and Auto Recover
- Using Auto Recover
- Recovering an Unsaved Document
- Activity 9-2: Setting Additional Save Options

TOPIC C: Manage Additional File Types

- Opening Non-Native Files in Microsoft Word
- Opening and Editing PDF Documents
- Appending Text to a Document
- Linking to Other Documents
- Activity 9-3: Managing Additional File Types
- Summary
- Review Questions

ASSOCIATED CERTIFICATIONS & EXAM

On successful completion of this course students will receive an attendance certificate.