

Course Overview

Microsoft Word basic training provides essential skills and knowledge for individuals seeking to master the fundamental features of Microsoft Word. The training covers core topics such as creating and formatting documents, working with text, utilizing basic page layout and design options, and employing essential tools. Participants learn how to navigate the Word interface efficiently, apply various formatting styles.

Audience Profile

This Qualification is for individuals looking to enhance their document creation and editing skills, whether for personal use or professional purposes. It is particularly valuable for beginners and those aiming to become proficient in word processing.

Certification

Certificate of completion

Word Basic Overview

Lesson 1: Introduction to Microsoft Word

- What Is Microsoft Word?
- Launching Microsoft Word
- Understanding the Word Interface
- Navigating Documents

Lesson 2: Creating and Saving Documents

- Creating a New Document
- Opening Existing Documents
- Saving Documents
- File Formats and Compatibility

Lesson 3: Working with Text

- Typing and Editing Text
- Selecting and Formatting Text
- Copying, Cutting, and Pasting Text
- Using Find and Replace

Lesson 4: Paragraph Formatting

- Aligning Text
- Line and Paragraph Spacing
- Bullets and Numbering
- Indents and Tabs

Lesson 5: Page Layout and Design

- Page Orientation and Size
- Margins and Page Borders
- Headers and Footers
- Page Numbers and Breaks

Lesson 6: Working with Images and Objects

- Inserting Pictures and Clip Art
- Resizing and Positioning Images
- Shapes and Text Boxes
- SmartArt and Charts

Lesson 7: Tables and Columns

- Creating Tables
- Formatting Tables
- Sorting and Navigating Tables
- Columns and Text Wrapping

Lesson 8: Proofreading and Printing

- Spelling and Grammar Checks
- Word Count and Document Properties
- Printing Documents
- Print Preview and Settings

Lesson 9: Tips and Tricks

- Keyboard Shortcuts
- AutoCorrect and AutoText
- Customizing Word Options
- Collaboration and Sharing

Pre-Requisites

Required:

- Familiarity with a Windows-based computer

