

# Microsoft Word Fundamentals

**Duration:** 2 Days · **Training format:** Virtual Classroom / Online

## Description

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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.

Also in this course Students will learn how to use advanced formatting tools, research tools, use graphics, create tables, charts, headers and footers, use the research tools and do a mail merge.

## Delegates will learn

- WORD Basics
- Format Text and Paragraphs
- Printing and Viewing your Document
- Explore the User Interface
- Work with Templates
- Working with Styles
- Bullets and Numbering
- Advanced Page Formatting
- Hyperlinks
- Use Time Saving Tools
- Working with Graphics
- Working with Tables
- Working with Data and Charts

## Outline

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### Getting Started With Word

- Navigate in Microsoft Word

- Create and Save Word Documents
- Manage Your Workspace
- Edit Documents
- Preview and Print Documents
- Customize the Word Environment

## **Formatting Text And Paragraphs**

- Apply Character Formatting
- Control Paragraph Layout
- Align Text Using Tabs
- Display Text in Bulleted or Numbered Lists
- Apply Borders and Shading

## **Inserting Graphic Objects**

- Insert Symbols and Special Characters
- Add Images to a Document

## **Controlling Page Appearance**

- Apply a Page Border and Color
- Add Headers and Footers
- Control Page Layout
- Add a Watermark

## **Work with Templates**

- Create a Template
- Modify a Template
- Attach a Template to a Document

## **Working with Styles**

- Create a Style from Text
- Use the Styles Pane
- Modify and Delete Styles
- Use the Style Inspector
- Use Reveal Formatting
- Manage Styles

## **Bullets and Numbering**

- Custom Bullets and Numbering

- Create a Multi-Level List
- Restart or Continue Numbering

## **Advanced Page Formatting**

- Use Columns
- Insert Page Breaks, Column Breaks, Section Breaks and Line Breaks
- Set Break Options
- Create a Blank Page and a Cover Page
- Add Page Colours, Watermarks, Borders and Horizontal Lines
- Add Headers and Footers
- Use Header and Footer Galleries
- Add a Header or Footer to the Gallery
- Link and Unlink Headers and Footers
- Use and Modify Themes

## **Hyperlinks**

- Add Hyperlinks
- Edit Hyperlinks
- Remove Hyperlinks

## **Working with Graphics**

- Add Pictures and Clipart
- Format and Modify Images
- Add Captions
- Add and Format WordArt
- Add and Format AutoShapes
- Add and Format Text Boxes
- Align, Distribute, Group and Order Graphics
- Add QuickParts and Use Building Blocks
- Add and Format SmartArt

## **Working with Tables**

- Insert a Table
- Table Selection Options
- Format a Table
- Modify Table Structure
- Draw a Table
- Use Table Options Dialog Boxes
- Convert Text to Table

- Sort a Table