

# Microsoft Word Level 1

## Course Length

1 Day (Typically 9AM - 4PM with a 1-hour lunch)

## Prerequisites

Participants should be comfortable with using the mouse and keyboard.

## Delivery Model

Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities. The pace of class is based upon the participant's previous computer experience and class expectations. Questions are welcomed and encouraged.

## Course Outline

### The Basics

Word Screen Elements

Create a New Document

Save, Close and Open a Document

### Text Basics

Delete Text

Select Text

Navigate a document

Zoom

Display Format Symbols

Split a Document

### Text Editing

Spell Check & Thesaurus

Find Feature & Replace Feature

Copy & Move

### Format Text

Using the Mini-Toolbar

Repeat Command

Copy Formatting

### Format Paragraphs

Paragraph Alignment & Indents

Bullet & Numbered Lists

Change Vertical Line Spacing

Change Spacing Before and After

Understand Tab Stops

## Page Format Options

Turn Paper Sideways (Landscape)

Change Margins

Page Breaks

Headers and Footers

## Tables

Insert a Table

Adjust Column Width and Row Height

Insert and Delete Rows & Columns

Format a Table

## Pictures and Shapes

Insert an Online Picture

Text Wrapping

Resize a picture

Move a picture

Crop a Picture

Format a Picture

Insert a Shape

Format a Shape

## Also Includes

- Reference Material.
- Certificate of completion.