



Education and Support for SharePoint, Office 365 and Azure
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COURSE OUTLINE

MICROSOFT WORD INTRODUCTION

Course Duration: 1 Day

Overview

The Microsoft Word introduction course will provide delegates with the foundational Word knowledge, skills, and practical use for your day to day work. The introduction level will cover, create and edit simple documents, format documents, working with tabs, paragraph formatting, document page setups, printing, AutoText, AutoCorrect, proofing documents, using shorts cuts and tips and tricks that enable you to create efficient and effective Word documents.

Audience

The Word training is suitable for complete beginners and existing users in Word who are self-taught.

Prerequisites

No previous knowledge or experience of Microsoft Word is required, experience using Microsoft Office applications such as Teams, Excel and Outlook would be an advantage but not necessary.

Objectives

After attending the training, you will be able to:

- Documents management
- Edit documents
- Document formatting
- Create Bullets and numbering lists
- Document page setup and printing
- Paragraph formatting
- Using Tabs
- Speeding up your work

The course will cover the following content

Introduction

- An overview of the screen - Tabs and Ribbons
- Using Dialog Box Launchers
- Using the Quick Access toolbar
- Customizing the Quick Access toolbar
- Using the Mini toolbar
- Customizing the Status Bar
- Increase and decrease magnification
- Status bar options

Document management

- Creating new documents
- Opening documents
- Saving/Closing documents
- Saving documents in Adobe Acrobat (PDF file)
- Working with multiple documents
- Improve reading using Immersive reader
- Translate words

Document views

- Changing document views - Word views - Full screen read mode, print layout Web layout, Focus mode,
- Zoom feature
- Displaying ruler margins
- Hiding white space in pages
- Showing formatting marks (paragraphs, space etc.)
- Comparing side by side documents

Editing documents

- Navigating document
- Pickup document
- Selecting text
- Deleting text
- Using Undo and Redo
- Moving and Copying text
- Paste button options
- Using the Office clipboard
- Spelling and grammar check (Editor)
- Thesaurus
- Using Define (Research)
- Page breaks
- Word count

Document Formatting

- Basic formatting
- Setting default font
- Text effects
- Removing formatting
- Change case
- Format painter
- Inserting symbols
- Inserting borders and shading
- Inserting page borders
- Document Themes

Working with Tabs

- Working with Tab stops
- Setting and Using Tab stops
- Deleting and modifying Tab stops
- Clearing all Tabs
- Create a Leader Tab
- Create a Bar Tab

Paragraph Formatting

- Formatting paragraphs
- Aligning paragraphs, left, right hanging and first line indents
- Modifying paragraph and line spacing
- Before and after spacing
- Copying Paragraph Formats

Bullets and Numbering

- Creating bulleted list
- Change and format bulleted list
- Modify bulleted list
- Creating number list
- Change and format number list
- Create an outline number list

Document page setup and printing

- Change margins settings
- Change page orientation
- Changing the Vertical alignment
- Changing the Paper size

Your Learning Roadmap: What Next?

If you have completed this class or you have equivalent knowledge, we recommend looking at our course outlines for the following classes to enhance your knowledge:

Office 365 Users

- Microsoft Word – Introduction to Advanced
- Microsoft Excel – Advanced
- Microsoft Outlook Introduction
- Microsoft PowerPoint Introduction
- Microsoft Project Introduction
- Office 365 Power User
- Rapid Upskill for Office 365
- Power Automate
- Power Apps
- Power BI

SharePoint Power Users

- SharePoint Online Power User
- Nintex Workflow
- Nintex Forms

SharePoint Farm Administrators

- Core Skills for Server Administrators
- Advanced Infrastructure
- Office 365 Identities and Services

SharePoint Developers

- Developer Track

