

## Course Objectives

This introductory MS Word course is for anyone who needs to understand how Word works. Suitable for beginners.

By the end of this course you will be able to understand about backstage view, work with the Ribbon, create, open, print and save documents. You will learn how to format and manipulate text, paragraphs and documents. You will learn about drop caps and how to manipulate graphics. Lastly you will learn how to switch between open documents and how to proof and print documents.

Estimated course duration is 3-4 hours. Each lesson takes on average 3-5 minutes to complete.

## Topics covered

### Getting Started

- The Word Environment
- The Ribbon
- Mini Toolbar
- Quick Access Toolbar
- Status Bar
- Backstage Features
- Understanding Different Views
- Read Mode
- Getting Help
- Opening and Closing Documents
- Resume Reading
- Creating New Documents
- Saving Documents
- File Formats

### Page Setup

- Page Size and Orientation
- Page Margins

### Text Editing

- Inserting and deleting Text
- Using Undo and Redo
- Drag and Drop
- Cut, Copy and Paste
- Office Clipboard

### Working with Multiple Documents

- Switching Between Open Documents
- Arranging Documents
- Comparing Documents Side By Side

### Text Formatting

- Live Preview
- Selecting Text
- Font Type and Size
- Applying Text Effects
- Format Painter
- Clearing Formatting
- Changing Case
- Highlighting Text
- Inserting Drop Caps
- Changing the Default Font

### Working with Graphics

- Inserting SmartArt
- Copying and Deleting Graphics
- Inserting Pictures
- Inserting Online Pictures
- Inserting Shapes
- Inserting Screen Shots
- Alignment Guides
- Resizing and Moving Graphics
- Object Zoom

### Proofing and Printing

- Spell Checking Documents
- Using Built in Dictionaries
- Previewing and Printing Documents

### Paragraph Formatting

- Aligning Text
- Line Spacing
- Indenting Paragraphs
- Applying Bullets and Numbering