

Introduction to Microsoft Word 2010/2013 & 2016

Our Microsoft Word training courses will allow you to produce professional documents in a quick efficient manner. Whether you are new to Word or an advanced user, Future People's Microsoft Word courses cover all of the features you need to become a word processing guru. This course introduces students to word processing using Microsoft® Office Word.

Course Objectives

After completing this course, students will be able to:

- Create a basic Word document
- Edit a document
- Format text
- Format paragraphs
- Insert a table
- Insert special characters and graphical objects
- Control the page setup and appearance of a Word document
- Proofread documents for accuracy

Course Outline

Module 1: Creating a Basic Word Document

- Identify the Elements of the User Interface
- Customize the Word Environment
- Enter Text in a Document
- Save a Document
- Open a Document in Different View Modes
- Print a Document
- Obtain Help in Word

Module 2: Editing a Word Document

- Navigate Through a Document and Select Text
- Modify Text
- Undo Text Changes
- Find and Replace Text

Module 3: Formatting Text in a Word Document

- Change Font Styles
- Highlight Text in a Document

Module 4: Formatting Paragraphs in a Word Document

- Set Tabs to Align Text
- Modify the Layout of a Paragraph
- Create Lists
- Apply Borders and Shading
- Apply Styles
- Manage Formatting

Module 5: Inserting Tables in a Word Document

- Create a Table
- Modify a Table
- Format a Table
- Convert Text to a Table

Module 6: Inserting Special Characters and Graphical Objects

- Insert Symbols and Special Characters
- Insert Illustrations in a Document



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Duration: 1 day

Methods of Delivery

- Instructor Led Classroom Facilitated
- On-Site Company Training

Training

Module 7: Controlling the Appearance of the Pages in a Word Document

- Control the Layout of a Page
- Apply a Page Border and Color
- Add Watermarks
- Add Headers and Footers

Module 8: Proofreading a Word Document

- Check Spelling and Grammar
- Use the Thesaurus
- Customize the AutoCorrect Options



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