

## Word for Office 365 Introduction

**Length:** 1 Day

**Summary:** These days, most people take electronic word processing for granted. While we may still write out our grocery lists with pen and paper, we expect to use a computer to create the majority of our documents. It's impossible to avoid word-processing software in many areas of the business world. Managers, lawyers, clerks, reporters, and editors rely on this software to do their jobs. Whether you are an executive secretary or a website designer, you'll need to know the ins and outs of electronic word processing.

Microsoft® Word is designed to help you move smoothly through the task of creating professional-looking documents. Its rich features and powerful tools can make your work easy, and even fun. In this course, you'll learn how to use Word on the desktop to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents.

### COURSE CONTENT

#### **Lesson 1: Getting Started with Word**

**Topic A:** Navigate in Microsoft Word

**Topic B:** Create and Save Word Documents

**Topic C:** Edit Documents

**Topic D:** Work with Word for the Web

#### **Lesson 2: Formatting Text and Paragraphs**

**Topic A:** Apply Character Formatting

**Topic B:** Control Paragraph Layout

**Topic C:** Align Text Using Tabs

**Topic D:** Display Text in Bulleted or Numbered Lists

**Topic E:** Apply Borders and Shading

#### **Lesson 3: Working More Efficiently**

**Topic A:** Make Repetitive Edits

**Topic B:** Apply Repetitive Formatting

**Topic C:** Use Styles to Streamline Repetitive Formatting Tasks

**Topic D:** Customize the Word Environment

#### **Lesson 4: Managing Lists**

**Topic A:** Sort a List

**Topic B:** Format a List

#### **Lesson 5: Adding Tables**

**Topic A:** Insert a Table

**Topic B:** Modify a Table

**Topic C:** Format a Table

**Topic D:** Convert Text to a Table

#### **Lesson 6: Inserting Graphic Objects**

**Topic A:** Insert Symbols and Special Characters

**Topic B:** Add Images to a Document

#### **Lesson 7: Controlling Page Appearance**

**Topic A:** Apply a Page Border and Color

**Topic B:** Add Headers and Footers

**Topic C:** Control Page Layout

**Topic D:** Add a Watermark

**Lesson 8: Preparing to Publish a Document**

**Topic A:** Check Spelling, Grammar, and Readability

**Topic B:** Preview and Print Documents

**Topic C:** Use Research Tools

**Topic D:** Check Accessibility

**Topic E:** Dictate Text in a Document

**Topic F:** Save a Document to Other Formats

**Appendix A: Mapping Course Content to Microsoft Word (Microsoft 365 Apps and Office 2019): Exam MO-100**

**Appendix B: Mapping Course Content to Microsoft Word Expert (Microsoft 365 Apps and Office 2019): Exam MO-101**

**Appendix C: Microsoft® Word Common Keyboard Shortcuts**