

Microsoft Word

12-hour course

Upon completion of this course, students will be able to use Microsoft Word 2016, 2019 and 365 to

- Create, Save, Open, Share, Export, and Print documents
- Navigate within a document via the mouse and keyboard
- Select, cut, copy, and paste text
- Format text with different attributes including font type, size, color, bold, italic, underline
- Change a paragraph's alignment (left, center, right), line spacing, indentation, and tabs
- Find and replace text
- Insert headers and footers
- Create tables with multiple columns and rows

Word Basics

1. Getting Started with Word
2. Understanding OneDrive
3. Creating and Opening Documents
4. Saving and Sharing Documents

Working with Text

5. Text Basics
6. Formatting Text
7. Using Find and Replace
8. Indents and Tabs
9. Line and Paragraph Spacing
10. Lists
11. Links

Layout and Printing

12. Page Layout
13. Printing Documents
14. Breaks
15. Columns
16. Headers and Footers
17. Page Numbers

Working with Objects

18. Pictures and Text Wrapping
19. Formatting Pictures
20. Shapes
21. Text Boxes
22. Aligning, Ordering and Grouping Objects
23. Tables
24. Charts

Collaboration and Review

25. Checking Spelling and Grammar
26. Track Changes and Comments
27. Inspecting and Protecting Documents

Doing More with Word

28. SmartArt Graphics
29. Applying and Modifying Styles
30. Mail Merge

Extras

31. What is Office 365?
32. New Features in Office 2019
33. Office Intelligent Services
34. Using the Draw Tab
35. Working with Icons

This curriculum is based on GCF Global's Word course. Videos and course materials can be viewed, at no charge, at <https://edu.gcfglobal.org/en/word/>.

To purchase a customized instructor-led group or one-on-one training, delivered via Zoom, MS Teams or at your office, please [contact TechMentors](#).