

Introduction to Microsoft Word

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Course duration

- 1 Days

Course Outline

This Introduction to Microsoft Word training class is designed for students new to working with Microsoft Word on Windows. Students will learn to create, edit, format, and print Microsoft Word documents. Our instructor-led online classes are conducted in the 2013 version of the software. Your instructor will point out the minor differences between versions where they exist. For our custom instructor-led online and onsite classes, we use the version of the software you use in your office.

- Learn to create and edit Microsoft Word documents.
- Learn about the Ribbon.
- Learn about the File tab.
- Learn to create new documents and use Word templates.
- Learn to format Word documents.
- Learn to add page numbers, headers and footers, and spell and grammar check documents.

1. Creating a Microsoft Word Document

1. Starting Microsoft Word
2. Creating a Document
3. Saving a Document
4. The Status Bar
5. Closing a Document

2. The Ribbon

1. The Ribbon
2. Tabs
3. Groups
4. Commands

3. The File Tab

1. Introduction to the File tab
2. Opening a Document

3. New Documents and Word Templates
4. Printing Documents
5. Getting Help
6. Adding Your Name to Microsoft Word
4. The Quick Access Toolbar
 1. Adding Common Commands
 2. Adding Additional Commands with the Customize Dialog Box
 3. Adding Ribbon Commands or Groups
 4. Placement
5. Formatting Microsoft Word Documents
 1. Selecting Text
 2. Selecting Fonts
 3. Working with Lists
 4. Using Styles
 5. Using the Ruler
 6. Setting Margins
6. Editing Documents
 1. Find
 2. Find and Replace
 3. Using the Clipboard
7. Finalizing Microsoft Word Documents
 1. Adding Page Numbers
 2. Headers and Footers
 3. Checking Spelling and Grammar

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