



Microsoft® Word (Level 1)

Description: Upon successful completion of this course, students will be able to: - create a basic document by using Microsoft Word. - edit documents by locating and modifying text. - format text. - format paragraphs. - add tables to a document. - add graphic elements to a document. - control a document's page setup and its overall appearance. - proof documents to make them more accurate.

Lesson 1: Getting Started with Word

- Identify the Components of the Word Interface
- Customize the Word Interface
- Display a Document in Different Views
- Enter Text in a Document
- Save a Document

Lesson 2: Editing Text in a Word Document

- Select Text
- Modify Text
- Find and Replace Text

Lesson 3: Modifying the Appearance of Text in a Word Document

- Apply Character Formatting
- Align Text Using Tabs
- Display Text as List Items
- Modify the Layout of a Paragraph
- Apply Styles
- Manage Formatting
- Apply Borders and Shading

Lesson 4: Inserting Special Characters and Graphical Objects

- Insert Symbols and Special Characters
- Add Illustrations to a Document

Lesson 5: Organizing Data in Tables

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

Lesson 6: Proofing a Word Document

- Check Spelling and Grammar
- Use the Thesaurus

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

- Apply a Page Border and Color
- Add a Watermark
- Add Headers and Footers

Lesson 8: Printing Word Documents

- Control Page Layout
- Preview and Print a Document