

Course 136 – Microsoft Word Essentials

Duration: 2 days

Course Benefits

This Microsoft Word training course will introduce students to the world's most powerful word processor's most important features. Key topics include creating a new document, making it look professional and presentable, adding graphics, and customizing the Microsoft Word interface. After completing this course, students will be ready to use Microsoft Word to efficiently complete daily tasks.

Course Content

Getting Started with Word

- Identify the components of the Microsoft Word interface
- Create a Word Document
- Get Help in Microsoft Word

Editing a Document

- Navigate through and select text
- Modify text
- Find and replace text

Formatting Text and Paragraphs

- Apply character formatting
- Align text using tabs
- Display text as list items
- Control paragraph layout
- Apply borders and shading to text
- Apply styles to text

Adding Tables

- Insert a table
- Modify a table
- Format a table
- Convert text to a table

Managing Lists

- Sort a List
- Renumber a List
- Customize a List

Inserting Graphic Objects

- Insert symbols and special characters
- Add images to a document

Controlling Page Appearance

- Apply a page border and color
- Add a watermark to a document
- Add headers and footers to a document
- Control page layout

Proofing a Document

- Check the spelling and grammar of a document
- Use other proofing tools
- Check the accessibility of a document

Customizing the Word Environment

- Customize the Word interface
- Set additional Save options
- Manage Additional File Types



About ActiveLearning, Inc.

ActiveLearning is the Philippines' leading provider of Information Technology and Project Management education, where thousands of students take courses from Application Development to Project Management to Network Security, and much more. Our courses are taught by expert instructors, and learning is enhanced through a blend of in-depth lectures, workshops, and hands-on exercises.