

# Microsoft Word Level 1

Course Length: 1 Day

## Course Description

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**Overview:** The key to creating well formatted and great looking documents is here! This class is designed for new and self-taught users who wish to expand their understanding of Microsoft Word concepts in a systematic manner. Lessons in basic navigation of the interface, text and paragraph formatting, tables and finalizing are included in this fun and informative course.

**Prerequisites:** Students should be comfortable using a mouse and be familiar with navigating the Windows interface.

## Course Content

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Lesson 1 – The Computer is Mightier Than the Sword

- The Microsoft Word Interface
- Create a document and enter text
- Save a Word document
- Navigate a Word document
- Selecting text
- Basic text editing
- Basic formatting
- Print a document

Lesson 2 – Working with Word

- Use a template to create a document
- Create bulleted lists
- Create numbered lists
- Create headers and footers
- Modify page margins
- Create page breaks
- Cut, copy, paste and undo
- Insert pictures into a document

## Course Content

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### Lesson 3 – Everything You Ever Wanted to Know About Tables

- Create a table
- Adding and deleting rows and columns
- Splitting and merging cells
- Formatting a table

### Lesson 4 – Getting the Word Out

- Conducting a spelling and grammar check
- Find and replace text
- Add comments, highlight text, and control comment display
- Control document views
- Preview a document
- Print a document
- Send a document via email