

# Microsoft Office – Word

## Course Goal:

Participants will use Microsoft Office Word to create a number of documents, including business letters, memos, faxes and reports.



## Learning Objectives:

After successful completion of this course, students will be able to:

- Prepare professional documents
  - *Announcements*
  - *Letters*
  - *Resumes*
  - *Reports*
  - *Memos*
  - *Faxes*
- Create numbered and bulleted lists
- Include tables, pictures, clipart, charts and hyperlinks
- Insert artistic elements such as Word Art, borders and shading
- Set margins, tabs and page breaks
- Add footers, headings and page numbers
- Revise documents with the assistance of spelling and grammatical checks
- Use thesaurus to add variety and accuracy to your documents
- Utilize mail merge to create envelopes, labels, and personalized documents.
- Preview and print documents

## Course Outline:

1. Getting familiar with word and help
2. Creating a new document
3. Automating text options in Word
4. Inserting, overtyping and deleting text
5. Selection techniques
6. Moving and copying text
7. Using UNDO and REDO
8. Viewing a document
9. Changing font, size and color
10. Formatting text and paragraphs
11. Aligning text in a document
12. Indenting by using tabs
13. Creating bulleted and numbered lists
14. Adjusting line or paragraph spacing
15. Inserting tables, pictures, clip art, charts, and Word Art
16. Navigating to a hyperlink
17. Adding border and shading to paragraphs and pages
18. Setting page margins, paper size and page orientation
19. Creating page and section breaks
20. Creating a alphabetical works cited page
21. Creating headers, footers and page numbers
22. Mail merging to produce envelopes, labels and personalized documents
23. Proofing your document
24. Previewing and printing your document

*This is only a sample. We customize lessons to your ability levels and needs.*