

Word 2010/2013 Level 1

Audience This course is appropriate for those who are familiar with the personal computer and Windows. No previous knowledge of Word or word processing is required.

Description This course uses a combination of lecture, hands on practice, and independent exercises to familiarize students with Word. The four fundamental skills in creating a document: entering text, editing, formatting, and printing are covered.

Objectives Upon successful completion of the class, students should be able to:

- Understand the objects on the screen and use the Ribbon
- Enter and edit text
- Open and save documents
- Get Help
- Use Spell Check to edit the document
- Select and delete blocks of text
- Move around the document
- Preview and print all or a portion of a document
- Move and copy text
- Use formatting techniques to change character formats
- Change paragraph alignment and indents
- Create numbered or bulleted lists
- Create and edit text in columns using tables
- Set page margins and page breaks
- Insert headers and footers
- Create and edit a table
- Apply a table style
- Add and delete text in a table

Length 1 day

Beyond this Level When you have successfully completed this class, the next class you should consider is Word Level 2. It covers advanced formatting, sections and columns, templates, galleries, styles, and finishing a document. Be sure to leave time for practice before registering for the next level.

I. Word Processing Basics

- A. Word Processing Benefits and Features
- B. Starting Word

- C. Understanding the Screen
- D. Giving Commands
- E. Entering Text



- F. Saving a Document
- G. XML File Type
- H. Printing a Document
- I. Sending a Document as an Email
- J. Closing a Document
- K. Opening a Document
- L. Creating a New Document
- M. Using Microsoft Office Word Help
- N. Exiting Word

II. Basic Editing

- A. Using Spelling and Grammar Check
- B. Moving Around a Document
- C. Selecting Text
- D. Typing and Replacing Text
- E. Deleting Text
- F. Undoing Actions

III. Viewing and Printing Documents

- A. Viewing a Document
- B. Managing Windows
- C. Viewing with Read Mode
- D. Working in Print Layout View
- E. Previewing a Document with Print Preview
- F. Setting Print Options and Printing
- G. (Optional) Creating and Printing an Envelope

IV. Expanded Editing Techniques

- A. Using AutoCorrect
- B. Using the Office Clipboard
- C. Moving Text
- D. Copying Text
- E. Using Find and Replace
- F. Optional: Working with Smart Tags

V. Changing Character Appearance

- A. Understanding Character Formatting
- B. Formatting with the Ribbon
- C. Formatting with the Mini Toolbar
- D. Formatting with the Font Dialog Box

VI. Changing Paragraph Appearance

- A. Understanding Paragraph Formatting
- B. Changing Paragraph Alignment
- C. Changing Paragraph and Line Spacing
- D. Creating Paragraph Indents
- E. Creating Numbered and Bulleted Lists

VII. Page Formatting

- A. Setting Page Margins
- B. Setting Page Breaks
- C. Changing Paper Size and Orientation
- D. Creating Headers and Footers
- E. (Optional) Adding a Watermark

VIII. Basic Tables

- A. What is a Table?
- B. Inserting a Table
- C. Applying a Table Style
- D. Inserting a Quick Table
- E. Typing Text in a Table
- F. Selecting Text, Cells, Columns, or Rows
- G. Editing Text in a Table
- H. Inserting and Deleting Rows and Columns
- I. Adjusting Column Widths and Row Heights
- J. Formatting with Borders and Shading