

Word Introduction – Sample Course Outline

Duration: One Day

This course is for you if you need to use Word to confidently create and format documents with text and tables.

What will be covered?

- ✔ Create documents with text and tables
- ✔ Adjust spacing and layout documents clearly
- ✔ Copy and paste data from Excel
- ✔ Work with headers and footers

Features covered

Essentials

- Entering and deleting text
- Understanding lines and paragraphs
- Basic formatting
- Cut, Copy and Paste

Working with Paragraphs

- Aligning text
- Paragraph indents
- Inserting page breaks

Bullets and Numbering

- Creating bulleted and numbered lists
- Working with multilevel numbering

Tables

- Creating a table and adding text and objects
- Adding and removing columns and rows
- Using the table tools

Copying and Linking Data

- Copying and pasting from Excel
- Linking to Excel

Headers and Footers

- Inserting pages numbers
- Setting a header and footer to go throughout the document
- Setting a different first page

Page Setup and Printing

- Using page setup
- Print previewing documents and printing
- Exporting to PDF

Automatic Corrections

- Selecting appropriate Autocorrect features
- Automatic formatting features
- Spelling and grammar checking