

# Microsoft Word Training Course

## Overview

This course will provide you with the basic concepts required to produce basic documents.

## Outline

1. Creating a basic document
  - The Word environment
  - Using Word help
  - Creating and saving a new document
  - Preview a document
  - Print a document
2. Editing a document
  - Navigate in a document
  - Insert text
  - Select text
  - Move and copy text
  - Delete blocks of text
  - Undo changes
  - Find and replace text
3. Formatting text and paragraphs
  - Change font and size
  - Apply font styles and effects
  - Change text color
  - Highlight text
  - Copy formats
  - Clear formatting
  - Find and replace text formatting
  - Set tabs
  - Change paragraph alignment
  - Indent paragraphs
  - Add borders and shading
  - Apply styles
  - Create lists
  - Change spacing between paragraphs and lines
4. Proofing a document
  - Use the thesaurus
  - Check spelling and grammar
  - Create a new default dictionary
  - Check word count
  - Modify a document in print preview
5. Adding tables
  - Create a table
  - Enter data in a table
  - Autoformat a table
  - Convert text into a table
6. Inserting graphic elements
  - Insert symbols and special characters
  - Insert a clip art picture
  - Add a watermark
7. Controlling page appearance
  - Set page orientation
  - Change page margins
  - Apply a page border
  - Add headers and footers
  - Insert a page break