SBC COLLEGE

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CORPORATE TRAINING

Microsoft Word: Level 1

Course Length: 1-day (8:30am – 4:00pm)

Course Cost $310.00 + applicable taxes

Overview

These days, most people take electronic word processing for granted. While we may still write out our grocery lists with pen and paper, we expect to use a computer to create the majority of our documents. It's impossible to avoid word-processing software in many areas of the business world. Managers, lawyers, clerks, reporters, and editors rely on this software to do their jobs. Whether you are an executive secretary or a website designer, you'll need to know the ins and outs of electronic word processing. Microsoft® Word 2016 is designed to help you move smoothly through the task of creating professional-looking documents. Its rich features and powerful tools can make your work easy, and even fun. In this course, you'll learn how to use Word 2016 to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents. This course covers Microsoft Office Specialist exam objectives to help students prepare for the Word 2016 Exam and the Word 2016 Expert Exam.

Course Objectives

In this course you will learn fundamental Word skills.

You will

- Navigate and perform common tasks in Word, such as opening, viewing, editing and saving and printing documents and configuring the application
- Format Text and Paragraphs
- Perform repetitive operations efficiently using tools such as Find and Replace, format painter and Styles
- Enhance lists by sorting, renumbering and customizing list styles
- Create and format tables
- Insert graphic objects into a document, including symbols, specials characters, illustrations, pictures and clipart
- Format the overall appearance of a page through page borders and colors, watermarks, headers and footers and page layout
- Use Word features to help identify and correct problems with spelling, grammar, readability and accessibility

Course Content

Lesson 1: Getting Started with Word

Topic A: Navigate in Microsoft Word

Topic B: Create and Save Word Documents

Topic C: Manage Your Workspace

Topic D: Edit Documents
Topic E: Preview and Print Documents
Topic F: Customize the Word Environment

Lesson 2: Formatting Text and Paragraphs

Topic A: Apply Character Formatting
Topic B: Control Paragraph Layout
Topic C: Align Text Using Tabs
Topic D: Display Text in Bulleted or Numbered Lists
Topic E: Apply Borders and Shading

Lesson 3: Working More Efficiently

Topic A: Make Repetitive Edits
Topic B: Apply Repetitive Formatting
Topic C: Use Styles to Streamline Repetitive Formatting Tasks

Lesson 4: Managing Lists

Topic A: Sort a List
Topic B: Format a List

Lesson 5: Adding Tables

Topic A: Insert a Table
Topic B: Modify a Table
Topic C: Format a Table
Topic D: Convert Text to a Table

Lesson 6: Inserting Graphic Objects

Topic A: Insert Symbols and Special Characters
Topic B: Add Images to a Document

Lesson 7: Controlling Page Appearance

Topic A: Apply a Page Border and Color
Topic B: Add Headers and Footers
Topic C: Control Page Layout
Topic D: Add a Watermark

Lesson 8: Preparing to Publish a Document

Topic A: Check Spelling, Grammar, and Readability
Topic B: Use Research Tools
Topic C: Check Accessibility
Topic D: Save a Document to Other Formats