

Word - Part 1

Price
R2 199

Duration
1 Day

Delivery Methods
Virtual/Online



In this course, you'll learn how to use Word on the desktop 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 Program exam objectives to help you prepare for the Word Associate (Office 365 and Office 2019): Exam MO-100 and Word Expert (Office 365 and Office 2019): Exam MO-101 certification exams.

Course Objectives

- Navigate and perform common tasks in Word, such as opening, viewing, editing, 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, special characters, illustrations, pictures, and clip art.
- 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.

Agenda

1 - GETTING STARTED WITH WORD

- Navigate in Microsoft Word
- Create and Save Word Documents
- Edit Documents
- Work with Word Online

2 - FORMATTING TEXT AND PARAGRAPHS

- Apply Character Formatting

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- Control Paragraph Layout
- Align Text Using Tabs
- Display Text in Bulleted or Numbered Lists
- Apply Borders and Shading

3 - WORKING MORE EFFICIENTLY

- Make Repetitive Edits
- Apply Repetitive Formatting
- Use Styles to Streamline Repetitive Formatting Tasks
- Customize the Word Environment

4 - MANAGING LISTS

- Sort a List
- Format a List

5 - ADDING TABLES

- Insert a Table Modify a
- Table Format a Table
- Convert Text to a Table
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6 - INSERTING GRAPHIC OBJECTS

- Insert Symbols and Special Characters
- Add Images to a Document

7 - CONTROLLING PAGE APPEARANCE

- Apply a Page Border and Color
- Add Headers and Footers
- Control Page Layout
- Add a Watermark

8 - PREPARING TO PUBLISH A DOCUMENT

- Check Spelling, Grammar, and Readability
- Preview and Print Documents
- Use Research Tools
- Check Accessibility
- Save a Document to Other Formats