

## Introduction to Word

### COURSE DESCRIPTION

This hands-on course introduces the basic features of Microsoft Word and important concepts needed to design and create professional documents. Topics covered in the course include creating, editing, and saving Word documents; formatting text and paragraphs; creating and managing tables; managing document views and layouts; preparing documents for distribution; inserting and editing hyperlinks; as well as saving documents as Web pages.

### COURSE OBJECTIVES

Upon successful completion of this course, participants will be able to:

1. Create, edit, and save business-related Word documents from templates and from blank documents.
2. Use critical thinking skills to design, create, and edit original business-related documents.
3. Manage document views and layouts.
4. Prepare documents for distribution.
5. Insert and edit hyperlinks in documents.
6. Save documents as Web pages.

### COURSE INSTRUCTOR

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Course handouts are available at

[https://mtateresearch.com/computer\\_courses\\_supplemental\\_resources](https://mtateresearch.com/computer_courses_supplemental_resources)

### COURSE OUTLINE

The course will cover the following topics:

#### Introduction to Word

- Surveying the common uses of Word in business and industry settings
- Exploring the Word window
- Getting help

#### Beginning and Editing Documents

- Creating documents from templates
- Creating blank documents
- Opening and navigating documents
- Using the Undo and Redo commands
- Selecting text
- Cutting, copying, and pasting text
- Finding and replacing text
- Using Format Painter
- Inserting symbols

## Formatting Text and Paragraphs

- Formatting text
  - Applying font attributes
  - Changing text appearance
- Formatting Paragraphs
  - Changing paragraph alignment
  - Changing line and paragraph spacing
  - Using tabs
  - Increasing and decreasing paragraph indents
  - Applying borders and shading
  - Creating and editing bulleted and numbered lists

## Creating and Managing Tables

- Creating basic tables
- Modifying tables
- Copying and moving tables
- Deleting tables

## Managing Document Views and Layouts

- Exploring and using the *View* tab groups
  - Selecting a document view
  - Changing page movement
  - Displaying the ruler, gridlines, and the Navigation Pane
  - Using the Zoom options
  - Arranging document windows
- Adjusting margins
- Working with page and section breaks
- Inserting headers and footers
- Changing page orientation

## Preparing Documents for Distribution

- Checking spelling and grammar
- Using and modifying document properties
- Using backup options
- Checking document compatibility
- Running the Document Inspector
- Previewing and printing documents
- Sending documents as email attachments

## Using Web Features

- Saving documents as Web pages
- Working with hyperlinks