

Microsoft Word 365 Essentials



Duration: 1 Day Course Code: WRD365E

This course is a practical course for new users of Word 365 or those upgrading from an earlier version and wanting to learn properly from the ground up and new features in the software. This course also includes hundreds of shortcuts and times saving features.

Learning Outcomes

By the end of this course students will be able to create, edit and modify Word documents with ease.

Prerequisites

This course is designed for students needing to know the fundamentals of using Microsoft Word. Basic computer awareness, keyboard and mouse skills are essential.

Getting Started

- Starting Microsoft Word 365
- Creating or Opening a Document
- The Word 365 User Interface
- Working with Galleries and Live Preview
- Entering Text into a Document
- Word Hidden Symbols
- Using Autocorrect
- Using Spell Check
- Document File Management
- Save v's Save As
- The Recent Documents List
- Switching between Open Files
- Compatibility Mode

Creating New Documents

- Creating a Blank Document
- Using Templates
- Using Voice Dictation

Editing Techniques

- Moving around a document effectively
- Moving using Keyboard Shortcuts
- Text Selection Techniques
- Using the Mini Toolbar
- Using Undo & Redo Commands

- Using the Read Aloud Feature
- Copying and Moving Items
- Copying and Pasting Items
- Understanding Paste options
- Using the Clipboard to store multiple items
- Dragging and Dropping Text
- Finding and Replacing Text

Efficient Formatting

- Formatting Text
- Paragraph Formatting
- Using Click and Type
- Modifying Paragraph Spacing
- Copying Paragraph Formats
- Indenting / Unindenting / First line indent
- Creating First Line Indents
- Creating a Hanging Indent
- Creating a Right Indent
- Adding Text Shading
- Adding Paragraph Borders

Page Layout Options

- Inserting Manual Page Breaks
- Setting Document Margins
- Creating Custom Margins
- Orientation - Portrait and Landscape
- Page Size Options
- Setting Vertical Alignment

Proofing Tools

- Spelling and Grammar Options
- Using the Editor

Understanding Tabs

- Using Tab stops effectively
- Adding tab stops
- Tab alignment options
- Creating a dot leader
- Moving and clearing tabs

Page Numbering Options

- Adding Page Numbers
- Basic Headers and footers
- Editing a Header/Footer

Viewing and Printing

- Using Print Preview
- Print Preview versus Print Layout
- Printing Envelopes and Labels
- Layouts – Web, Print, Reading
- Views – Outline, Full Screen
- Basic Viewing Tools
- Zoom and View Controls on the Status Bar

