

# MS Word (2016, 2019, 365) – Level 1

## Course outline

Provided by: Performance Management Consultants – PMC Training



**Reference no.** 214-26

**Duration** 1.00 day(s) | 6:00 hours <sup>1</sup>

**Website link** <https://pmctraining.com/training/ms-word-2016-2019-365-level-1/>

### ***Increase Efficiency In Word and Create Professional Looking Documents***

This one-day course will introduce you to some of the most important features of Microsoft Word. You will gain knowledge in increasing efficiency using the application and create professional looking documents. Customizing the application will also assist in setting up the application to your preferences.

### **Learning outcomes**

#### **At the end of this workshop, you will be able to:**

- Understand the basic operation of Microsoft Word and its interface, create new documents and find help
- Quickly navigate to different areas of a document, select text as well as modify, find and replace text
- Format text as well as use tabs, lists, indents, borders and shading
- Create multilevel lists and manage lists
- Apply page borders, watermarks, headers and footers, change margins and set other page formats using page setup options
- Insert symbols and special characters
- Check document spelling, grammar and use the Thesaurus
- Change defaults such as AutoCorrect options, customize the toolbar and set AutoSave options

### **Workshop topics**

#### **Getting Started with Word**

- Identify the Components of the Word Interface
- Create a Word Document
- Help

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<sup>1</sup> The course hours reflect teaching time that often correlate with continuing education credits (CEC) or professional development units (PDU). Please check with your profession's governing body, as there is no universal approach.

## **Editing a Document**

- Navigate and Select Text
- Modify Text
- Find and Replace Text

## **Formatting Text and Paragraphs**

- Apply Character Formatting
- Align Text Using Tabs
- Display Text as List Items
- Control Paragraph Layout
- Apply Borders and Shading
- Manage Formatting

## **Managing Lists**

- Sort a List
- Renumber a List
- Customize a List

## **Controlling Page Appearance**

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

## **Inserting Symbols**

- Insert Symbols and Special Characters

## **Proofing a Document**

- Check Spelling and Grammar
- Other Proofing Tools

## **Customizing the Word Environment**

- Customize the Word Interface
- Additional Save Options

## **Prerequisites**

There are no prerequisites for this course.

## Who should attend this course?

Individuals who have a good basic knowledge of Microsoft Windows and are seeking experience in the use of Microsoft Word to create and manage documents, as well as those who are currently using Microsoft Word and wish to gain a better understanding of utilizing features in the application.