

Word Introduction Course Content

GETTING STARTED

Using The Ribbon

- How To Work With The Ribbon
- How To Customize The Status Bar
- How To Change The Views
- How To Show And Hide Document Elements
- How To Use The Zoom
- How To Use The Compatibility Checker
- How To Customize The Word Options
- How To Save A Document In A Different File Format
- How To Pin A Document
- How To Document Workbook Properties
- How To Diagnose And Repair Problems

Getting Help And Maintenance

- How To Search Help
- How To Use The Help Contents
- How To Get Help From Office Online
- How To Get Help On A Command
- How To Get Help In A Dialog Box
- How To Get Office Updates From Microsoft Update Site
- How To Run Microsoft Office Diagnostics
- How To Repair A Corrupted Document Manually
- How To Set The AutoRecover Options
- How To Recover A Word File

Creating A New Document

- How To Create A New Blank Document
- How To Create A Document From A Template
- How To Create A Document Based On Another Document
- How To Enter Text Into A Word Document

Saving and Opening Document

- How To Save A Document For The First Time
- How To Save Another Copy Of The Document
- How To Save To Another Folder
- How To Save A Document Onto A Diskette

Closing A Document And Exiting Word

- How To Close A Document And Exit Word
- How To Open A Word Document

STARTING TO USE WORD

Inserting, Overtyping And Deleting Text

- How To Edit The Text
- How To Insert Text In a Document
- How To Insert The Date and Time In a Document
- How To Enable The <Insert> Key To Switch The Insert/Overtyping Mode
- How To Overtyping Text In a Document
- How To Enter Text With Click And Type
- How To Delete A Word
- How To Delete A Sentence
- How To Delete A Paragraph
- How To Delete An Entire Document

Selection Techniques

- How To Select A Word
- How To Select A Line Of Text
- How To Select Multiple Lines Of Text
- How To Select A Sentence
- How To Select A Paragraph
- How To Select The Entire Document

Moving And Copying Text

- How To Cut And Paste Text
- How To Copy And Paste Text
- How To Move And Copy Text with Drag And Drop

Using UNDO And REDO

- How To Use UNDO To Reverse Your Actions
- How To Use REDO To Redo An Action

Viewing A Document

- How To Switch To Print Layout View
- How To Switch To Full Screen Reading View
- How To Switch To Web Layout View
- How To Switch To Outline View
- How To Switch To Draft View

FORMATTING CHARACTERS

Changing The Font And Font Size

- How To Change The Font Type
- How To Change The Font Size
- How To Change The Default Font

Formatting Text

- How To Bold Text
- How To Italicize Text
- How To Underline Text
- How To Change The Text Color
- How To Format Font Using The Font Dialog Box
- How To Format Font Using The Format Painter
- How To Change The Font Case

Using Drop Caps

- How To Create A Drop Cap
- How To Add More Than One Letter To A Drop Cap
- How To Remove A Drop Cap
- How To Add A Clip Art Drop Cap

FORMATTING PARAGRAPHS

Aligning Text In A Document

- How To Align Left
- How To Align Right
- How To Center A Paragraph
- How To Justify A Paragraph

Indenting

- How To Create Left Indent And Right Indent Using The Ruler
- How To Create A First Line Indent
- How To Create A Hanging Indent

Creating Bulleted and Numbered Lists

- How To Create A Bulleted List
- How To Create A Numbered List
- How To Customize Bulleted And Numbered List Styles

Adjusting The Line Or Paragraph Spacing

- How To Set Line Spacing
- How To Set Exact Line Spacing
- How To Set Spacing Between Paragraphs

Adding Borders And Shading To Paragraph

- How To Add A Border To A Paragraph
- How To Add Shading To A Paragraph

FORMATTING THE PAGE

Setting Page Margins, Paper Size and Page Orientation

- How To Change The Page Setup
- How To Set Margins
- How To Change The Page Orientation
- How To Change The Paper Size

Creating Page Breaks

- How To Insert A Hard Page Break

Word Intermediate Course Content

WORKING WITH TAB AND TABLES

Using Tab

- How To Use A Default Tab Stop
- How To Set The Left Tab Stop
- How To Set The Right Tab Stop
- How To Set The Center Tab Stop
- How To Set The Decimal Tab Stop
- How To Enter Information Using Tab
- How To Adjust The Tab Stop Position
- How To Change The Tab Stop Type
- How To Delete All Customized Tab Stops
- How To Create A Leader Tab Stop
- How To Create Forms Using Tab Stops With Leaders

Creating Tables

- How To Insert A Quick Table
- How To Create A Table
- How To Create A Table Quickly

Managing Tables

- How To Select A Cell
- How To Select A Row
- How To Select A Column
- How To Select The Entire Table
- How To Change The Column Width Using The Mouse
- How To Set The Column Width
- How To Change The Row Height Using The Mouse
- How To Set The Row Height
- How To Make Multiple Columns The Same Size
- How To Make Multiple Rows The Same Size

How To Change The Space Between Cells In A Table

How To Insert Columns In A Table

How To Insert Rows In A Table

How To Delete Columns

How To Delete Rows

How To Merge Cells In A Table

How To Split Cells In A Table

Formatting Tables

How To Change A Table Style

How To Change The Table Layout

How To Add Border Lines To A Table

How To Add Shading To A Table

Performing Calculations

How To Convert A Table To Text

How To Convert Text To A Table

How To Perform Calculations In A Table

WORKING WITH GRAPHICS AND CHARTS

Inserting And Formatting Text Boxes

How To Insert A Text Box

How To Format A Text Box

How To Customize The Fill Effects

Adding Shapes

How To Insert An AutoShape Object

How To Color An AutoShape

Inserting Pictures and WordArt

How To Insert Clip Art

How To Insert A Picture

How To Change A Picture Style

How To Apply A Shape To A Picture

How To Apply An Effect

How To Recolor A Picture

How To Insert A WordArt Object

Creating Watermarks

How To Create A Picture Watermark

How To Create A Text Watermark

Working With Objects And Illustrations

How To Insert A Quote Or A Sidebar

How To Insert A SmartArt

How To Use The SmartArt Text Pane

How To Change The Shape In A SmartArt

How To Change The SmartArt Style

How To Change The SmartArt Color

How To Change The SmartArt Layout

Creating Charts

How To Insert A Chart

How To Edit The Data

How To Change A Chart Design

How To Change A Chart Layout

How To Save A Chart Template

WORKING WITH STYLES AND AUTOMATING FEATURES

Creating And Applying Styles

How To Create A Character Style

How To Apply A Character Style

How To Create A Paragraph Style

How To Apply A Paragraph Style

How To Copy Styles Between Documents

How To Modify A Style

How To Delete A Style

Working With Templates

How To Create A Document From A Template

How To Create A Document Template

How To Modify A Document Template

Word Automating Features

How To Use The AutoCorrect Options

How To Set The AutoCorrect Options

How To Use Quick Spelling Correction

How To Use Quick Grammar Correction

How To Insert A Building Block

How To Create A Building Block

How To Use The Building Block Organizer

How To Add A Cover Page

How To Add A Blank Page

Automating Tasks With Macros

How To Record A Macro

How To Run A Macro

How To Edit A Macro

How To Delete A Macro

CREATING A MAIL MERGE AND LABELS

Creating A Mail Merge

- How To Select The Document Type
- How To Select The Starting Document
- How To Select The Recipients
- How To Add Records To The Data Source
- How To Write Your Letter
- How To Preview Your Letters
- How To Perform A Mail Merge
- How To Print The Letters

Customizing And Enhancing The Mail Merge

- How To Modify The Main Document
- How To Insert Merge Fields
- How To Use If...Then...Else Fields
- How To Change The Format Of The Merged Data

Creating Mailing Labels

- How To Create The Mailing Labels
- How To Locate A Data Source For Your Mailing Labels
- How To Arrange The Content Of Your Labels
- How To Complete The Mailing Labels

Word Advanced Course Content

WORKING WITH COLUMNS

Creating Columns

- How To Create Columns For An Entire Document
- How To Create Columns For Part Of A Document
- How To Create Columns For An Existing Section

Formatting Columns

- How To Change The Width Of Columns
- How To Add Vertical Lines Between Columns
- How To Use A Column Break

WORKING WITH OUTLINES AND LONG DOCUMENTS

Creating Footnotes And Endnotes

- How To Insert A Footnote
- How To Insert An Endnote
- How To Change The Format Of A Footnote Or An Endnote
- How To Convert A Footnote To An Endnote

Creating A Table Of Contents

- How To Create The Table Of Contents
- How To Update The Table Of Contents

Organizing A Document In Outline View

- How To Create A Document In Outline View
- How To View A Document's Organization Using The Outline View
- How To Reorganize A Document Using The Outline View

WORKING WITH ONLINE FORMS

Creating Online Forms

- How To Set Up Word For Creating A Form
- How To Create The Main Document
- How To Design The Form Layout

Inserting Content Controls

- How To Insert A Text Content Control
- How To Insert A Date Content Control
- How To Insert A Drop-Down List Content Control
- How To Insert A Number Form Field
- How To Insert A Check Box Form Field
- How To Specify The Check Box Option
- How To Assign Help Text For A Form Field

Preparing The Form For Distribution

- How To Protect A Form
- How To Fill In A Form In Word
- How To Save The Data From A Form
- How To Print The Data From A Form

SHARING INFORMATION WITH OTHER PROGRAMS

Using Word With Excel, PowerPoint And Access

- How To Include An Excel Worksheet In A Word Document
- How To Use An Excel List As A Mail Merge Data Source
- How To Use A Word Outline To Create A PowerPoint Presentation
- How To Insert Access Data Into An Existing Document

Using Word With Outlook

- How To Send A Document As The Body Of An E-Mail Message
- How To Send A Document As An Attachment

Working With Object Linking And Embedding (OLE)

- How To Create A New Embedded Object
- How To Create A Linked Object /Embedded Object From An Existing File
- How To Create A Linked Object Using Paste Link
- How To Edit A Linked Object
- How To Edit An Embedded Object In The Source Program

SHARING INFORMATION WITH OTHER PEOPLE

Using Markup

- How To Turn On/Off Change Tracking
- How To Track Changes
- How To Change The Color Used For Tracked Changes
- How To Insert A Comment
- How To Respond To A Comment
- How To Modify A Comment
- How To Delete A Comment
- How To Show/Hide Comments Or Tracked Changes
- How To Display Tracked Changes Or Comments By Selected Reviewers
- How To Display Reviewing Pane
- How To Review Tracked Changes And Comments
- How To Accept Or Reject Changes
- How To Print A Document With Tracked Changes And Comments
- How To Compare And Merge Documents

Protecting Documents From Unauthorized Changes

- How To Set A Password To Open A Document
- How To Set A Password To Modify A Document
- How To Restrict The Formatting Of A Document
- How To Restrict Unauthorized Editing
- How To Allow Editing In A Protected Document
- How To Authorize Reviewers To Insert Comments And Tracked Changes Only
- How To Restrict Reviewers To Inserting Comments Only
- How To Remove Document Protection
- How To Inspect A Document
- How To Mark A Document As Final