



Microsoft Word

Our Most Popular Word Class – Word For People Who Never Got Training

Many people have been using Word but never got training. Figuring they can open Word and start typing, they muddle their way through simple documents but constantly come across frustrating problems and spend too much time trying to fix things. Or maybe you feel that if you are tested on Word, you will not test well.

This class is not too basic, but is not quite intermediate. It covers some key concepts you may have missed, and it focuses on working quickly in Word.

*If you can make text bold, change the font and font color, and turn on bullets and numbering, but are unable to answer the following question, you need this class: **How does Word know what a paragraph is and why is that important?***

Typical topics covered in this class:

- Keyboard shortcuts that will make you a whiz! Includes creating your own typing shortcuts
- Find keywords
- Understanding Word's four levels of formatting to help you format text, paragraphs, columns, and entire documents
- Set margins and indents
- Format text around graphics
- Cut, copy, paste
- Create columns easily without using the Columns command

Beginning and Intermediate outlines on next page.



Beginning Microsoft Word

- Word screen, Title Bar & Window Control Buttons and keyboard controls
- Ribbon & Quick Access Toolbar
- Navigating and Selecting Text
- Document Views
- Basic Text Formatting: Bold, Italics, Underlined, Fonts
- Basic Paragraph Formatting: Indents, Alignment, Spacing
- Basic Document/Page Formatting: Margins
- Using Help
- Show/Hide Non-Printing Characters
- Spell Check
- Cut, Copy and Paste
- Save, Name, Close, Reopen, and Delete Files
- Productivity Tips
- AutoCorrect
- Use Available Templates

Intermediate Word

- Brief review of key topics covered in beginning.
- Bullets & Numbering
- Insert Symbols
- QuickParts
- Tables
- Insert and Format Pictures and SmartArt
- Create Cover Page
- Headers and Footers
- Styles
- Create Table of Contents
- Page and Section Breaks
- Mailing labels
- Create custom templates

Advanced Word: Tutoring Only