

Microsoft Word Level 1: Foundations

Price: 295

Duration: 1 days

Delivery Methods: Virtual

Overview

These days, most people take electronic word processing for granted. While we may still write out our grocery lists with pen and paper, we expect to use a computer to create the majority of our documents. It's impossible to avoid word-processing software in many areas of the business world. Managers, lawyers, clerks, reporters, and editors rely on this software to do their jobs. Whether you are an executive secretary or a website designer, you'll need to know the ins and outs of electronic word processing.

Microsoft® Word is designed to help you move smoothly through the task of creating professional-looking documents. Its rich features and powerful tools can make your work easy, and even fun. In this level 1 course, you'll learn how to use Word to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents.

Audience Profile

This course is intended for students who want to learn basic Word skills, such as creating, editing, and formatting documents; inserting simple tables and creating lists; and employing a variety of techniques for improving the appearance and accuracy of document content.

At Course Completion

In this course, you will learn fundamental Microsoft® Word skills.

You will:

- Navigate and perform common tasks in Word, such as opening, viewing, editing, saving, and printing documents, and configuring the application.

- Format text and paragraphs.
- Perform repetitive operations efficiently using tools such as Find and Replace, Format Painter, and Styles.
- Enhance lists by sorting, renumbering, and customizing list styles.
- Create and format tables.
- Insert graphic objects into a document, including symbols, special characters, illustrations, pictures, and clip art.
- Format the overall appearance of a page through page borders and colors, watermarks, headers and footers, and page layout.
- Use Word features to help identify and correct problems with spelling, grammar, readability, and accessibility.

Outline

Lesson 1: Getting Started with Word

- Navigate in Microsoft Word
- Create and Save Word Documents
- Manage Your Workspace
- Edit Documents
- Preview and Print Document
- Customize the Word Environment

Lesson 2: Formatting Text and Paragraphs

- Apply Character Formatting
- Control Paragraph Layout
- Align Text Using Tabs
- Display Text in Bulleted or Numbered Lists
- Apply Borders and Shading

Lesson 3: Working More Efficiently

- Make Repetitive Edits
- Apply Repetitive Formatting
- Use Styles to Streamline Repetitive Formatting Tasks

Lesson 4: Managing Lists

- Sort a List
- Format a List

Lesson 5: Adding Tables

- Insert a Table
- Modify a Table
- Format a Table
- Convert Text to a Table

Lesson 6: Inserting Graphic Objects

- Inset Symbols and Special Characters
- Add Images to a Document

Lesson 7: Controlling Page Appearance

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

Lesson 8: Preparing to Publish a Document

- Check Spelling, Grammar, and Readability
- Use Research Tools
- Check Accessibility
- Save a Document to Other Formats

Prerequisites

To ensure your success in this course, you should have end-user skills with any current version of Windows®, including being able to start programs, switch between programs, locate saved files, close programs, and access websites using a web browser.

Course Schedule

Date	Time	Price	Options
05/28/2026	08:00 AM - 04:00 PM CT	295.00	Buy Now Enroll

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FAQ

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