

MICROSOFT WORD - LEVEL 1 / INTRO (2013, 2016)

Course Code: 7154

Learn how to use Microsoft Word.

After taking this course, you will be able to create, format and edit basic documents, and do basic functions like printing and spell checking.

Instruction will be personalized by version. Students have the option to progress through the course using Microsoft Word 2013- Level 1, or Microsoft Word 2016- Level 1.

What You'll Learn

Upon completion of the course, participants will be able to accomplish the following:

- WORD Basics
- Explore the User Interface
- Format Text and Paragraphs
- Editing
- Printing and Viewing your Document
- Customize

Who Needs to Attend

This course is intended for participants who are interested in learning about Microsoft Word.

Prerequisites

A working knowledge of and familiarity with Windows.

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CLASSROOM LIVE

\$275 CAD

1 Day

Classroom Live Outline

Basics

- Create, Open and Save Documents
- What is Word?
- Create a New Blank Document
- Create a Document From a Template
- Open Word Files
- Get Help
- Save Documents
- Navigate a Word Document
- Add, Select and Delete Text

Explore the User Interface

- Office Button
- Backstage View
- Ribbon Overview
- Mini Toolbar
- Status Bar
- Shortcut Key Tips
- Contextual Tabs

Format Text and Paragraphs

- Use the Home Ribbon to Format Font and Paragraphs
- Format with the Mini-Toolbar
- Font and Paragraph dialog boxes
- Use the Quick Style Gallery
- Use Basic Bullets and Numbering
- Add Borders and Shading

- Set Tabs and Use the Ruler

Editing

- Using Cut, Copy, Paste
- Use the Office Clipboard
- Undo/Redo
- Find, Replace and Go To
- Use the Format Painter
- Check Spelling and Grammar

Printing and Viewing Your Document

- Use the View Ribbon Commands
- Show/Hide Markings
- Use the Page Set-Up Group and Dialog Box
- Print Preview and Print Options
- Print Panel

Customize

- Customize the Quick Access Toolbar
- Show/Hide the Ribbon

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VIRTUAL CLASSROOM LIVE

\$275 CAD

1 Day

Virtual Classroom Live Outline

Basics

- Create, Open and Save Documents
- What is Word?
- Create a New Blank Document
- Create a Document From a Template
- Open Word Files
- Get Help
- Save Documents
- Navigate a Word Document
- Add, Select and Delete Text

Explore the User Interface

- Office Button
- Backstage View
- Ribbon Overview
- Mini Toolbar
- Status Bar
- Shortcut Key Tips
- Contextual Tabs

Format Text and Paragraphs

- Use the Home Ribbon to Format Font and Paragraphs
- Format with the Mini-Toolbar
- Font and Paragraph dialog boxes
- Use the Quick Style Gallery
- Use Basic Bullets and Numbering
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- Set Tabs and Use the Ruler

Editing

- Using Cut, Copy, Paste
- Use the Office Clipboard
- Undo/Redo
- Find, Replace and Go To
- Use the Format Painter
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Printing and Viewing Your Document

- Use the View Ribbon Commands
- Show/Hide Markings
- Use the Page Set-Up Group and Dialog Box
- Print Preview and Print Options
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Customize

- Customize the Quick Access Toolbar
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PRIVATE GROUP TRAINING

1 Day

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Date created: 4/18/2025 6:13:54 AM

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