

# MICROSOFT WORD 365 - PART 1

Course Code: 821475

By the end of this course, students should be comfortable with creating, saving, and sharing a new document. Students will also become familiar with using and customizing the Microsoft Word interface.

Welcome to the first part of our Microsoft Word 365 courseware. This course is intended to help all novice computer users get up to speed with Word quickly. We will cover different features of the interface, show users how to create a basic document, and introduce users to Word's most important tools.

Most of the features Microsoft incorporated in [Office 2019](#) already exist in Office 365. Office 365 is a great solution for those looking for Office 2019 Training.

## What You'll Learn

- Getting Started with Word
- Editing a Document
- Formatting Text and Paragraphs
- Adding Tables
- Managing Lists
- Adding Graphics
- Controlling Page Appearance
- Proofing a Document
- Advanced Topics

## Who Needs to Attend

This course is intended to help all novice computer users get up to speed quickly and, will also help more experienced users who have little to no experience with Microsoft Word in general.

## Prerequisites

This manual assumes the user understands the basics of using a Windows-based computer. Students should be comfortable using the keyboard, mouse, and Start menu. No previous experience with other versions of Microsoft Word is necessary.

# MICROSOFT WORD 365 - PART 1

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CLASSROOM LIVE

\$295 USD

1 Day

## Classroom Live Outline

### **Microsoft Word 365: Part 1**

- Lesson 1: Getting Started with Word
- Topic A: Identify the Components of the Word Interface
- Topic B: Create a Word Document
- Topic C: Use Document Views
- Topic D: Help Features

### **Lesson 2: Editing a Document**

- Topic A: Navigate and Select Text
- Topic B: Modify Text
- Topic C: Find and Replace Text

### **Lesson 3: Formatting Text and Paragraphs**

- Topic A: Apply Character Formatting
- Topic B: Align Text Using Tabs
- Topic C: Display Text as List Items
- Topic D: Control Paragraph Layout
- Topic E: Apply Borders and Shading
- Topic F: Apply Styles
- Topic G: Manage Formatting

### **Lesson 4: Adding Tables**

- Topic A: Topic Title
- Topic B: Topic Title
- Topic C: Format a Table
- Topic D: Convert Text to a Table

### **Lesson 5: Managing Lists**

- Topic A: Sort a List
- Topic B: Renumber a List
- Topic C: Customize a List

### **Lesson 6: Adding Graphics**

- Topic A: Insert Symbols and Special Characters
- Topic B: Add Images to a Document
- Topic C: Add Media to a Document

### **Lesson 7: Controlling Page Appearance**

- Topic A: Apply a Page Border and Color
- Topic B: Add a Watermark
- Topic C: Add Headers and Footers
- Topic D: Control Page Layout

### **Lesson 8: Proofing a Document**

- Topic A: Check Spelling and Grammar
- Topic B: Other Proofing Tools
- Topic C: Check Accessibility
- Topic D: Using Accessibility Features

### **Lesson 9: Advanced Topics**

- Topic A: Customize the Word Interface
- Topic B: Additional Save Options
- Topic C: Manage Additional File Types

# MICROSOFT WORD 365 - PART 1

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VIRTUAL CLASSROOM LIVE

\$295 USD

1 Day

## Virtual Classroom Live Outline

### **Microsoft Word 365: Part 1**

- Lesson 1: Getting Started with Word
- Topic A: Identify the Components of the Word Interface
- Topic B: Create a Word Document
- Topic C: Use Document Views
- Topic D: Help Features

### **Lesson 2: Editing a Document**

- Topic A: Navigate and Select Text
- Topic B: Modify Text
- Topic C: Find and Replace Text

### **Lesson 3: Formatting Text and Paragraphs**

- Topic A: Apply Character Formatting
- Topic B: Align Text Using Tabs
- Topic C: Display Text as List Items
- Topic D: Control Paragraph Layout
- Topic E: Apply Borders and Shading
- Topic F: Apply Styles
- Topic G: Manage Formatting

### **Lesson 4: Adding Tables**

- Topic A: Topic Title
- Topic B: Topic Title
- Topic C: Format a Table
- Topic D: Convert Text to a Table

### **Lesson 5: Managing Lists**

- Topic A: Sort a List
- Topic B: Renumber a List
- Topic C: Customize a List

### **Lesson 6: Adding Graphics**

- Topic A: Insert Symbols and Special Characters
- Topic B: Add Images to a Document
- Topic C: Add Media to a Document

### **Lesson 7: Controlling Page Appearance**

- Topic A: Apply a Page Border and Color
- Topic B: Add a Watermark
- Topic C: Add Headers and Footers
- Topic D: Control Page Layout

### **Lesson 8: Proofing a Document**

- Topic A: Check Spelling and Grammar
- Topic B: Other Proofing Tools
- Topic C: Check Accessibility
- Topic D: Using Accessibility Features

### **Lesson 9: Advanced Topics**

- Topic A: Customize the Word Interface
- Topic B: Additional Save Options
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Sep 9 - 9, 2026 | 9:00 AM - 5:00 PM EDT



# MICROSOFT WORD 365 - PART 1

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PRIVATE GROUP TRAINING

1 Day

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