WORD 2013: LEVEL 1

Available Dates: **Jan 2, Feb 5, Mar 6, Apr 4, May 3, Jun 3**
Class Length: **1 day**
Cost: **$199**
Email Computer Visions about this class

Class Outline:

Description:

This course covers the basic skills and concepts students need to use Microsoft Word productively and efficiently. After an introduction to Word's window components, students will learn how to create and save documents and how to navigate documents. Then they will edit, copy and paste, and find and replace text. They will also learn how to enhance the appearance of a document by using various formatting options. In addition, they will create tables, adjust page layout, work with graphics, use styles and outlines, and proof and print documents.

Course Outline:
Unit 1: Getting started
Topic A: The Word window
Topic B: New documents
Topic C: Document navigation

Unit 2: Editing text
Topic A: Working with text
Topic B: The Undo and Redo commands
Topic C: Cut, copy, and paste
Topic D: Find and replace

Unit 3: Text formatting
Topic A: Character formatting
Topic B: Tab settings
Topic C: Paragraph formatting
Topic D: Paragraph spacing and indents

Unit 4: Tables
Topic A: Creating tables
Topic B: Working with table content
Topic C: Changing the table structure

Unit 5: Page layout
Topic A: Headers and footers
Topic B: Page setup

Unit 6: Graphics
Topic A: Adding graphics and clip art
Topic B: Working with graphics

Unit 7: Proofing, printing, and exporting
Topic A: Spelling and grammar
Topic B: AutoCorrect
Topic C: Printing and exporting documents