Microsoft Word - Basic

April 27, 29, May 1: 5-7pm PT | 6-8pm MT | 8-10pm ET

Online via Zoom (The link will be sent to registered participants)

The fee for this course is $10.00

Course Outline

Registration with pre-payment is required:

The New Microsoft Word Interface
- Quick Access Ribbon Toolbar
- Advanced Tabs and Customization of Ribbon

Getting Started with Word
- Identifying the Components of the Word Interface
- Help
- Editing a Document
- Navigating and Selecting Text
- Modifying Text
- Finding and Replacing Text

Understanding and Working with Documents
- Creating and Saving Documents
- Creating Headers and Footers

Formatting Text and Paragraphs
- Applying Character Formatting
- Aligning Text Using Tabs
- Displaying Text as List Items
- Applying Borders and Shading
- Applying Styles

Adding Tables
- Inserting, Modifying, and Formatting a Table
- Converting Text to a Table

Managing Lists
- Sorting and Renumbering a List
- Inserting Graphic Objects
- Inserting Symbols and Special Characters

Controlling Page Appearance
- Applying a Page Border and Color
- Adding a Watermark
- Adding Headers and Footers
- Customizing Page Layout

Proofing a Document
- Checking Spelling and Grammar
- Other Proofing Tools

Templates
- Creating and Using a Template

Working with Styles
- Creating, Applying, and Modifying Styles
- Using Building Blocks and Quick Parts
- Inserting Quick Parts
- Using the Building Blocks Organizer
- Saving Quick Parts

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For more information, please email: epb.crcprairies@iicanada.net, or call/text: Zull Punjani at 403-689-8584 or the EPB office at (403) 215-6200 Ext. 7039