

Word Level 1

Course Description

Students will learn the basic skills necessary to begin using Word. Students will learn how to create and edit documents and use character and paragraph formatting.

Prerequisites

Computers for Beginners or equivalent knowledge.

Study Methods

Flexible Learning or Group Training.

What Next?

Word Level 1 is the first course in this series. Word Level 2, the next course in this series, teaches students how to use intermediate features of Word. Students who want to learn advanced features can take Word Level 3.

Course Content

Lesson 1: Getting started

- The Word window
- New documents
- Word Help

Lesson 2: Navigation and selection techniques

- Document navigation
- Selection techniques

Lesson 3: Editing text

- Working with text
- Using the Undo and Redo commands
- Cutting, copying, and pasting text

Lesson 4: Formatting text

- Character formatting
- Tab settings
- Paragraph formatting
- Paragraph spacing and indents
- Automatic formatting

Lesson 5: Tables

- Creating tables
- Working with table content
- Changing table structure

Lesson 6: Page layout

- Headers and footers
- Margins
- Page breaks

Lesson 7: Proofing and printing documents

- Checking spelling and grammar
- Using AutoCorrect
- Finding and replacing text
- Printing documents

Lesson 8: Graphics

- Adding graphics and clip art
- Working with graphics