

Word Fundamentals

Course Outline

Course Objective

This course will instruct on basic tasks in Word 2019. Covered in this class will be navigating a document, selecting text, formatting, printing, and more! You should be able to leave this class with skill which will allow you to use Microsoft Word!

Agenda

1. Fundamentals
 - a. Getting around
 - b. Creating documents
 - c. Document views

2. Formatting
 - a. Formatting characters
 - b. Formatting paragraphs
 - c. Quick Styles
 - d. Making lists

3. Document setup
 - a. Page layout
 - b. Proofing documents
 - c. Printing, headers, and footers
 - d. Templates

4. Graphics
 - a. Inserting pictures
 - b. Formatting pictures
 - c. Picture layout

5. Tables
 - a. Creating tables
 - b. Formatting tables

Course Length: 1 Day

Prerequisite: Microsoft Windows experience