



Word Teaching Topics (Fall 2019)

WORD CRITICAL CORE SKILLS

This training provides the user with the critical skills necessary to create, format, save and print professional documents plus add and format tables and graphics and use a mail merge.

***ALL CLASSES WILL BE HELD ON TUESDAYS AND THURSDAYS FROM 10AM – 12:40PM**

LEVEL 1 BEGINNING WORD (3 CLASSES, 8 hrs. total)

TUESDAY, OCTOBER 8TH (2:40)

CREATING A NEW WORD DOCUMENT

- Starting a New Word Document (versions), Compatibility Mode
- Opening a New document from a template
- Finding, modifying, naming and saving a previously created document (Recent Documents, Pinning documents)
- Understanding the Word Interface - the Ribbon, Status Bar, Scroll bars, Zoom control and Views
- Understanding and Navigating the Ribbon, Tabs and Groups, Commands, Dialog Launcher Arrow, Backstage View and the Quick Access Toolbar
- Show/Hide the Ribbon
- Using the Ruler
- Using the Tell Me feature
- Closing, saving and printing documents, OneDrive (Save, Save As)
- Getting Help

THURSDAY, OCTOBER 10TH (2:40)

USING THE HOME TAB – SELECTING AND MODIFYING TEXT

- The ClipBoard Group – Moving and Copying Text
- Learning the Difference between Selecting and Highlighting Text
- Formatting Text
- The Font Group - Change fonts, font sizing, colors, Change Case; Clearing formatting, Font Dialog Box
- Using the mini toolbar
- The Paragraph Group – Alignment, Spacing
- Keyboard Shortcuts

TUESDAY, OCTOBER 15TH (2:40)

INSERTING PAGES & BREAKS, COMMENTS, TEXT BOXES; PAGE LAYOUT

- Inserting Cover Page, Page Breaks, Text Boxes and Comments
- Adding Columns, changing margins, page orientation, Working with Tabs and Indents
- Inserting Bullets and Numbering
- Adding Headers and Footer

- Using Find and Replace
- Adding Page Numbers
- Inserting Text Boxes
- Inserting Symbols

LEVEL 2 INTERMEDIATE WORD (3 CLASSES, 8 hrs. total)

***ALL CLASSES WILL BE HELD ON TUESDAYS AND THURSDAYS FROM 10AM – 12:40PM**

TUESDAY, OCTOBER 22ND (2:40)

WORKING WITH TABLES

- Using the Table Tools Contextual Toolbar
- Inserting, deleting, moving and modifying Table columns and rows
- Applying Borders and Styles
- Converting text to tables and vice-versa
- Defining table dimensions, Setting AutoFit options
- Using quick tables
- Sorting table data
- Adding & deleting columns and row
- Splitting and merging table cells

THURSDAY, OCTOBER 24TH (2:40)

REVIEWING YOUR DOCUMENT

- Checking your Spelling and Grammar
- Using the Thesaurus
- Inserting and Showing Comments
- Tracking Changes, Markup
- Restricting Editing
- Customizing the Quick Access Toolbar
- Making Word behave your way – Word Options
- Complying with ADA requirements

TUESDAY, OCTOBER 29TH (2:40)

GIVING YOUR DOCUMENT A PROFESSIONAL LOOK AND MAIL MERGE

- Using pictures, graphics, shapes and SmartArt
- Working with multiple documents
- Using Mail Merge to personalize letters, envelopes and labels
- Creating your documents to use Mail Merge



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