



INCUMBENT WORKER TRAINING Microsoft Office Productivity Suite

WORKFORCE
TRAINING FUND

**2010/2013/2016/2019/ OFFICE 365
MICROSOFT WORD**



OPERATION ABLE

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Training Course Description

Suggested Topics	MS Word I: Introduction and Basic Word
Sub-Topic 1	Understanding Show/Hide Non-Printing Characters
Description	What do the Show/Hide formatting marks mean?
Sub-Topic 2	Selecting and Scrolling Long Documents
Description	Mouse and Keyboard Methods of Moving the insertion point, scrolling, and selecting various blocks of text.
Sub-Topic 3	Basic Editing
Description	Using the Backspace and Delete keys, text wrapping, non-breaking space and line breaks
Sub-Topic 4	More Elaborate Editing Methods
Description	Understanding Spell and Grammar Checker, Thesaurus and Translation
Sub-Topic 5	Learning to Move, Copy and Paste Text Between Computer Drives
Description	Mouse and Keyboard Methods of moving and copying various blocks of text
Sub-Topic 6	Understanding Character Formatting
Description	Learn about different typeface designs, font sizes, styles, and colors and advanced character spacing
Sub-Topic 7	How to Change The Case Of Selected Text.
Description	The Change Case command Allows you to choose between sentence, upper case, lower case, title case and toggle case
Sub-Topic 8	Understanding Paragraph Formatting
Description	Learn about different paragraph alignments, indents and spacing

Training Course Description

Suggested Topics	MS Word II: Intermediate Word
Sub-Topic 1	Bullets and Numbered List
Description	Apply Bullets and Numbers, restart & continue numbering, customize numbers, and outline lists
Sub-Topic 2	Special Paragraph Formatting
Description	Learn to apply Drop-Cap letters and words dropped in paragraph or in margin
Sub-Topic 3	Document Basic Views
Description	Examine Print Layout, Full Screen Reading, Web Layout, Outline and Draft Views
Sub-Topic 4	Managing Multiple Windows
Description	View Side-by-Side, Split Window and Open New Window
Sub-Topic 5	Page and Section Formatting
Description	Managing Page, Section, & Column Breaks, Margins, Columns, and Page & Line Numbers
Sub-Topic 6	Headers and Footers
Description	Managing Headers and Footers, and Page Number command
Sub-Topic 7	Managing Custom Tab Stops
Description	Creating lists using tabs
Sub-Topic 8	Borders and Shading
Description	Applying borders and shading to blocks of text

Training Course Description

Suggested Topics	MS Word III: Advanced Word
Sub-Topic 1	Managing Word Tables
Description	Creating, formatting tables and applying Borders, Sorting and calculating data
Sub-Topic 2	Managing Mail Merge Main documents and Data Sources
Description	Merge to form letters, envelopes, labels and e-mails
Sub-Topic 3	AutoText Time Saving Features
Description	Study AutoCorrect, AutoFormat, AutoFormat As You Type
Sub-Topic 4	Insert Symbols and Special Characters
Description	Insert various symbols and Copyright, & Registered Trademarks
Sub-Topic 5	Footnotes and Endnotes
Description	Footnotes and endnotes are used in printed documents to explain, comment on, or provide references for text in a document.
Sub-Topic 6	Track Changes
Description	Track Changes is a way for Microsoft Word to keep track of the changes you make to a document. You can then choose to accept or reject those changes.
Sub-Topic 7	Macros
Description	Automate frequently used tasks by creating and running macros. A macro is a series of commands and instructions that you group together as a single command to accomplish a task automatically.
Sub-Topic 8	Create visually compelling documents
Description	Enhanced Text Effects, using SmartArt Graphics, Screenshots, etc.

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