

Course Content of MS Word(Beginner):

Module 1: Creating a Microsoft Word Document This module explains how to get started creating Microsoft Word documents.

Lessons

- Starting a Microsoft Document
- Creating a Document
- Saving a Document
- Importing a File
- The Status Bar
- Closing a Document
- Exercise: Create a Microsoft Word Document

After completing this module, students will be able to:

- Start Microsoft Word.
- Create a Microsoft Word document.
- Save a Microsoft Word document.
- Understand the Status Bar.
- Close a Microsoft Word document.

Module 2: The Ribbon This module explains how to work with the Ribbon in Microsoft Word.

Lessons

- The Ribbon
- Tabs
- Groups
- Commands
- Exercise: Exploring the Ribbon

After completing this module, students will be able to:

- Work with tabs.
- Work with groups.
- Work with commands
- Understand which groups and commands are found on which tabs.

Module 3: The Backstage View (The File Menu) This module explains how to work with the many features located in the Backstage view.

Lessons

- Introduction to the Backstage View
- Opening a Document
- Exercise: Open a Document
- New Documents and Word Templates
- Exercise: Write a Thank You Letter Using a Template Letter

- Configuring Documents to Print
- Exercise: Print a Document
- Adding Your Name to Microsoft Word
- Adding Values to Document Properties
- Working with Autosaved Versions of Documents

After completing this module, students will be able to:

- Understand how to work with the Backstage view.
- Open a Microsoft Word Document.
- Start a new Microsoft Word document.
- Use Microsoft Word templates.
- Print a Microsoft Word document.
- Personalize their copy of Microsoft Word.

Module 4: The Quick Access Toolbar This module explains how to work with the Quick Access Toolbar in Microsoft Word.

Lessons

- Adding Common Commands
- Adding Additional Commands with the Customize Dialog Box
- Adding Ribbon Commands and Groups
- Placement
- Exercise: Customize the Quick Access Toolbar

After completing this module, students will be able to:

- Customize the Quick Access Toolbar.

Module 5: Formatting Microsoft Word Documents

This module explains how work with formatting in Microsoft Word.

Lessons

- Selecting Text
- Selecting Fonts
- Exercise: Working with Fonts
- Working with Lists
- Exercise: Working with Lists
- Inserting a Hyperlink in a Document
- Exercise: Inserting a Hyperlink
- Using Styles
- Exercise: Applying and Creating Custom Styles
- Using Themes
- Using the Ruler
- Exercise: Using Tabs
- Setting Margins
- Exercise: Setting Margins