

# Word Introduction (1 Day)

## Overview

Master the basics of Microsoft Word! This Introduction to Word class teaches the essentials.

You will learn to create professional documents with confidence using Microsoft Word. The class starts with tips on navigating the Microsoft Word interface to help you find the tools you need quickly. Next, the instructor will show you the Quick Access Toolbar and share strategies for adding commands to expedite your work. By this point, you will be working efficiently in Word, and you will be ready to make attractive documents. The instructor will show you formatting tools to keep your documents clear, organized, and easy to read. You will learn best practices for using Styles to quickly and correctly alter the appearance of your text. Finally, the instructor will show you handy tools for finalizing your document to really "wow" your reader. By the end of this class, you will be comfortable editing, formatting and printing documents in Microsoft Word.

**Target Audience:** Students who have little or no familiarity with Word 2019 / 365 or more experienced Word users who want to review the basics. This class is for Word 2019 or Word 365 on Windows. (Users of Word 2016 or 2013 may participate in the class and may notice minor differences in their version of the software.)

## COURSE BENEFITS

- Create and edit Microsoft Word documents.
- Find tools and features using the Ribbon.
- Use the Quick Access Toolbar to expedite your work.
- Use the File tab to find important features like open, print, properties, and recent files.
- Build impressive new documents and use Word templates.
- Format text and other elements to keep your documents clear, organized, and easy to read.
- Use Styles to quickly and correctly adjust the appearance of your text.
- Add page numbers, headers, and footers.
- Use spell check and grammar check to create error-free documents.

## Course Outline

### Creating a Microsoft Word Document

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

### The Ribbon

- The Ribbon
- Tabs
- Groups
- Commands
  - Inserting Symbols Using Commands
  - Tell Me
- Exercise: Exploring the Ribbon

### The Backstage View (The File Menu)

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

### The Quick Access Toolbar

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

### Formatting Microsoft Word Documents

- Selecting Text
- Selecting Fonts
  - Clear Existing Formatting
  - Set Indentation
  - Change Text to WordArt
- Exercise: Working with Fonts
- Working with Lists
  - Creating Custom Bullets

- Modifying List Indentation
- Modifying Line Spacing in a List
- Increasing and Decreasing List Levels
- Modifying List Numbering: Restarting and Continuing

Exercise: Working with Lists

Inserting a Hyperlink in a Document

Exercise: Inserting a Hyperlink

Using Styles

- About Styles

- Applying Paragraph Styles

- Applying Character Styles

- Changing Document Style Sets

- Creating Quick Styles

Exercise: Applying and Creating Custom Styles

Using Themes

Using the Ruler

Exercise: Using Tabs

Setting Margins

Exercise: Setting Margins

## **Editing Documents**

- Find

- Find and Replace

  - Using a Wildcard to Find and Replace

- Find and Replace Tips

  - Inserting Text Using AutoCorrect

- Appending Text to a Document

- Exercise: Using Find and Replace

- Using the Clipboard

  - The Clipboard Group

  - Copying and Pasting Text

  - The Office Clipboard Task Pane

- Exercise: Using the Clipboard

## **Finalizing Microsoft Word Documents**

- Adding Page Numbers

- Exercise: Adding Page Numbers

- Headers and Footers

- Exercise: Using Headers and Footers

- Checking Spelling and Grammar

- Exercise: Checking Spelling and Grammar