Microsoft Word Essentials Training

Duration: **1 Day**

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Overview

This course introduces participants to the essential skills needed to create and edit documents in Microsoft Word. Learners will work with text and paragraph formatting, tables and lists, graphics and layout options, and the tools required to review and prepare documents for printing.

Electronic document creation is now a routine part of most professional roles. Microsoft Word provides a practical environment for producing clear, structured, and professional-looking documents for a wide range of everyday and business purposes.

Throughout the course, participants become familiar with the Word interface, work with document files and text, apply formatting, create simple tables, add visual elements, and prepare finished documents for print or distribution.

Prerequisites

Participants should be comfortable using a computer, mouse, and keyboard.

Previous experience with the following is useful but not essential:

- Opening and saving files,
- Using Cut, Copy, and Paste,
- Performing basic file operations within Windows.

Who Should Attend

This course is intended for users who are new to Microsoft Word or who want to develop a more structured understanding of its essential features.

It is particularly suitable for:

- Users who need to create and edit basic documents,
- Learners who want to develop text and paragraph formatting skills,
- Anyone who needs to create simple tables and lists,
- Professionals who want to improve the visual presentation of documents,
- Users who need to understand basic proofreading and print preparation techniques.

The course is suitable for users of Microsoft Word 2007, 2010, 2013, 2016, 2019, and Microsoft 365.

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What You Will Learn

By the end of this course, participants will be able to:

- Navigate the Microsoft Word interface,
- Work with document files and text,
- Use common text commands such as Copy and Paste,
- Format text effectively,
- Work with paragraph settings,
- Create Bullets and Numbering,
- Build simple Tables,
- Incorporate graphics into documents,
- Prepare documents for printing.

Outline

Module 1 – Getting Started with Microsoft Word

- Introduction to Microsoft Word
- Exploring the Word environment
- Understanding the main interface components
- Using the File Tab and Backstage View

Module 2 – Working with Documents

- Working with Word files
- Opening new and existing documents
- Saving documents
- Navigating within a document
- Moving efficiently through longer documents

Module 3 – Working with Text

- Entering and editing text
- Selecting text
- Using Cut, Copy, and Paste
- Inserting Symbols
- Using Find and Replace
- Working with Spelling and Grammar tools
- Reviewing and correcting document content

Module 4 – Formatting Text

- Understanding Character Formatting and Paragraph Formatting
- Applying Character Formatting
- Changing font, size, and emphasis
- Using Format Painter
- Reapplying formatting quickly to other content

Module 5 – Paragraph Formatting

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- Introduction to Paragraph Formatting
- Displaying Paragraph Marks and Non-Printing Symbols
- Controlling Paragraph Alignment
- Adjusting Line Spacing
- Adjusting Paragraph Spacing
- Applying Borders and Shading
- Working with Indents
- Creating Bullets
- Creating Numbered Lists

Module 6 – Working with Tables

- Creating Tables
- Working with Rows and Columns
- Adding and modifying rows and columns
- Applying Table Formatting
- Improving the readability of tabular information

Module 7 – Incorporating Graphics

- Inserting Graphics
- Resizing images
- Cropping pictures
- Applying Image Adjustments
- Positioning graphics effectively within a document

Module 8 – Preparing for Printing

- Working with Page Setup
- Adjusting page size and margins
- Using Headers and Footers
- Adding Page Numbering
- Reviewing a document before printing