

Word Introduction Course Outline

Day 1	Day 2
<p>Module 1 – Word Environment</p> <ul style="list-style-type: none"> • Explore the interface • Review the Word Application Window • Learn navigation and selection techniques • Set up the status bar • Save and convert files 	<p>Module 4 – Work with Tables</p> <ul style="list-style-type: none"> • Create and modify tables • Format tables • Import from Excel • Use tables for page layout
<p>Module 2 – Create and Edit Documents</p> <ul style="list-style-type: none"> • Enter and edit text in documents • Find and replace text • Character formatting (fonts etc.) • Paragraph formatting (Lists) • Work with Styles 	<p>Module 5 – Spelling and Grammar</p> <ul style="list-style-type: none"> • Review spell check properties • Work with the Thesaurus • Check accessibility • Insert comments • Review documents
<p>Module 3 Adding Illustrations to documents</p> <ul style="list-style-type: none"> • Insert and edit images • Create and modify SmartArt • Add Online pictures • Work with shapes 	<p>Module 6 – Page Setup and Printing</p> <ul style="list-style-type: none"> • Learn the default margins • Create custom margins • Print to pdf. & OneNote
<p>Appendix A Envelopes and Labels</p> <ul style="list-style-type: none"> • Create Envelopes and Labels • Mail Merge Envelopes 	<p>Appendix B – Mail Merge</p> <ul style="list-style-type: none"> • Mail Merge existing document • Mail Merge Labels