

Course Length:

1 day

Course Description**Overview:**

These days, most people take electronic word processing for granted. While we may still write out our grocery lists with pen and paper, we expect to use a computer to create the majority of our documents. It's impossible to avoid word-processing software in many areas of the business world. Managers, lawyers, clerks, reporters, and editors rely on this software to do their jobs. Whether you are an executive secretary or a website designer, you'll need to know the ins and outs of electronic word processing.

Microsoft® Word 2021 is designed to help you move smoothly through the task of creating professional-looking documents. Its rich features and powerful tools can make your work easy, and even fun. In this course, you'll learn how to use Word 2021 to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents.

This course covers Microsoft Office Specialist Program exam objectives to help you prepare for the Word Associate (Office 365 and Office 2021): Exam MO-100 and Word Expert (Office 365 and Office 2021): Exam MO-101 certifications.

Course Objectives:

In this course, you will learn fundamental Word skills.

You will:

- Navigate and perform common tasks in Word, such as opening, viewing, editing, saving, and printing documents, and configuring the application.
- Format text and paragraphs.
- Perform repetitive operations efficiently using tools such as Find and Replace, Format Painter, and Styles.
- Enhance lists by sorting, renumbering, and customizing list styles.
- Create and format tables.
- Insert graphic objects into a document, including symbols, special characters, illustrations, pictures, and clip art.
- Format the overall appearance of a page through page borders and colours, watermarks, headers and footers, and page layout.
- Use Word features to help identify and correct problems with spelling, grammar, readability, and accessibility.

Target Student:

This course is intended for students who want to learn basic Word 2021 skills, such as creating, editing, and formatting documents; inserting simple tables and creating lists; and employing a variety of techniques for improving the appearance and accuracy of document content.

Prerequisites:

To ensure your success in this course, you should have end-user skills with any current version of Windows®, including being able to start programs, switch between programs, locate saved files, close programs, and access websites using a web browser. To meet this prerequisite, you can take any one or more of the following Logical Operations courses:

- *Using Microsoft® Windows® 10 (Second Edition)*
- *Microsoft® Windows® 10: Transition from Windows® 7*

Course Content

Lesson 1: Getting Started with Word 2021

Topic A: Navigate in Microsoft Word

Topic B: Create and Save Word Documents

Topic C: Manage Your Workspace

Topic D: Edit Documents

Topic E: Preview and Print Documents

Topic F: Customize the Word Environment

Lesson 2: Formatting Text and Paragraphs

Topic A: Apply Character Formatting

Topic B: Control Paragraph Layout

Topic C: Align Text Using Tabs

Topic D: Display Text in Bulleted or Numbered Lists

Topic E: Apply Borders and Shading

Lesson 3: Working More Efficiently

Topic A: Make Repetitive Edits

Topic B: Apply Repetitive Formatting

Topic C: Use Styles to Streamline Repetitive Formatting Tasks

Lesson 4: Managing Lists

Topic A: Sort a List

Topic B: Format a List

Lesson 5: Adding Tables

Topic A: Insert a Table

Topic B: Modify a Table

Topic C: Format a Table

Topic D: Convert Text to a Table

Lesson 6: Inserting Graphic Objects

Topic A: Insert Symbols and Special Characters

Topic B: Add Images to a Document

Lesson 7: Controlling Page Appearance

Topic A: Apply a Page Border and Colour

Topic B: Add Headers and Footers

Topic C: Control Page Layout

Topic D: Add a Watermark

Lesson 8: Preparing to Publish a Document

Topic A: Check Spelling, Grammar, and Readability

Topic B: Use Research Tools

Topic C: Check Accessibility

Topic D: Save a Document to Other Formats

Appendix A: Mapping Course Content to Word Associate (Office 365 and Office 2021): Exam MO-100

Appendix B: Mapping Course Content to Word Expert (Office 365 and Office 2021): Exam MO-101

Appendix C: Microsoft® Office Word 2021 Common Keyboard Shortcuts