



Microsoft Word Basic

In this course you will learn how to create, edit, and format standard documents in Microsoft Word. Save time on your daily work. Learn all the basic's in Microsoft Word and you might save a lot of your time with your daily routines after taking this course!

Course duration

The duration of this course is six hours completed in one day.

Audience and prerequisites

Prerequisites for this course are knowledge of the Windows operating system.

Summary

Creating a Word document

- The user interface
- The button "Tell me what you want to do"
- Customize the Quick Access Toolbar
- Insert text
- Saving a document
- Open a document in different modes
- Printing a document
- Use the Help system

Edit a Word document

- Navigate in a document
- Selecting text
- Editing text
- Undo changes



- Copying and moving text
- Find and replace text

Formatting text in a Word document

- Change character formatting
- Using styles
- Changing paragraph formatting
 - Indent
 - Line and paragraph spacing
 - Tab settings
 - Bullets and numbering
 - Borders and shading

Tables in a Word document

- Creating a table
- Editing a table
- Formatting a table
- Convert Text to table

Special characters and graphical objects

- Inserting symbols and special characters
- Inserting pictures and ClipArt
- Set and change Wrap Text settings

Page layout

- Determine the layout of a page
- Page border and page colour
- Watermark
- Header and footer

Proofing tools

- Check spelling and grammar
- Use and modify AutoCorrect options



- Using Thesaurus

Sharing and working together

- Sharing by e-mail/SharePoint (only in Office 2016 and Office 365)