

Microsoft Word Level I

Learn the basics of Microsoft Word. Create documents and format text. You'll also learn how to insert tables, special characters, and images. By the end of Word Level 1, you'll be able to publish basic word documents with text, images, and watermarks.

Group classes in NYC and onsite training is available for this course. For more information, email nyc@careercenters.com or visit: <https://www.careercenters.com/courses/word-specialist-1>



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Course Outline

Getting Started with Word

- Navigate in Microsoft Word
- Create and Save Word Documents
- Manage Your Workspace
- Edit Documents
- Preview and Print Documents
- Customize the Word Environment

Formatting Text and Paragraphs

- Apply Character Formatting
- Control Paragraph Layout
- Align Text Using Tabs
- Display Text in Bulleted or Numbered Lists
- Apply Borders and Shading

Working More Efficiently

- Make Repetitive Edits
- Apply Repetitive Formatting
- Use Styles to Streamline Repetitive Formatting Tasks

Managing Lists

- Sort a List
- Format a List

Adding Tables

- Insert a Table
- Modify a Table

- Format a Table
- Convert Text to a Table

Inserting Graphic Objects

- Insert Symbols and Special Characters
- Add Images to a Document

Controlling Page Appearance

- Apply a Page Border and Color
- Add Headers and Footers
- Control Page Layout
- Add a Watermark

Preparing to Publish a Document

- Check Spelling, Grammar, and Readability
- Use Research Tools
- Check Accessibility
- Save a Document to Other Formats