

**Microsoft Word: More Than the Basics**

**Category:**

Computers

**Course Prerequisite:**

None

**Course Length:**

6 hours

 **Materials:**

Included (digitally only)

**Cancellation Policy:**

Less than 30 days, 100% non-refundable with ability to reschedule within 60 days

**Minimum Number of Students:**

4

**Maximum Number of Students:**

15

**Delivery:**vILT or cILT
(virtual or classroom)

**Description:**

This course provides users with a solid foundation for using Microsoft Word in a business environment. We focus on time-saving shortcuts and ways to create consistent, professional looking documents. Every user of Microsoft Word should be exposed to this information.

**Core Competencies & Benefits:**

* Becoming familiar with the interface
* Using Backspace and Delete
* Using Insert and Overtype Modes
* Inserting hard and soft returns
* Viewing formatting symbols
* Saving files
* Previewing a document
* Printing
* Working with views
* Cursor movement
* Highlighting text
* Formatting
* Formatting characters
* Formatting paragraphs
* Formatting documents
* Using Undo and Redo
* Reverting character and paragraph formatting to defaults
* Using the Spell Checker
* Working with the Smart Lookup
* Finding synonyms
* Finding and replacing text
* Working with graphics
* Moving and copying text
* Working with multiple documents
* Moving and copying text between documents
* Adding Headers and Footers
* Inserting bullets and numbering
* Splitting windows
* Using bookmarks
* Creating bookmarks
* Locating a bookmark
* Creating links to bookmarks
* Browsing by object
* Using built-in styles
* Using find and replace with styles
* Adding borders to a paragraph
* Reducing the size of graphic content
* Inserting drop caps
* Creating hyperlinks within a document