

# Microsoft Word 365 - Basic

GoSkills online course syllabus

Friday, May 17, 2024

**Skill level**

Beginner

**Lessons**

41

**Accredited by**

CPD

**Pre-requisites**

None

**Versions supported**

365, 2021, 2019

**Video duration**

2h 36m

**Estimated study time**

21h for all materials

**Instructor**

Andy Lanning

## Word Screen Elements

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### The Ribbon and Word Screen

An overview of the Word opening screen and Ribbon functionality.

2

### Quick Access Toolbar

Set up the vital buttons you use most to make your work easier.

3

### Navigating the Page

Learn how to control where you type and how to navigate within the page.

4

### Your First Document

Learn how to enter text and save your first document.

5

### Formatting Fonts

Format text with colors and apply fonts.

6

### Basic Letter Layout

Learn how to format a basic letter layout.

7

### Basic Cut, Copy, Paste

Cut, copy and paste is an essential skill to help minimize re-typing text.

## Essential Formatting Knowledge - The Home Ribbon

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8

## Styles Gallery

Learn how and why to apply predesigned Styles to text.

9

## Format Text with Fonts and Colors

Learn how to apply bold, italic, underline and Drop Caps styles to text.

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## Format Painter

Quickly copy and paste “formats” with this amazing button.

11

## Practice with the FONT Group

Learn to apply various font styles and why they are used in professional documents.

12

## Basic Paragraph Formats

Paragraph format and alignment are important for proper document layout.

13

## Fun and Functional Paragraph Formats

Apply background colors or borders to paragraphs.

14

## Bullets and Numbering

Learn how to apply and control bullets and numbering.

15

## Indents

Learn how and when to use specific indent types.

16

## Line Spacing

Learn why you would want more space between the lines within paragraphs and how to apply the space.

17

## The Find/Replace Function

Learn to quickly find a word or format and replace it with an alternative.

# The File Ribbon

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18

## File, New

Explore the readily available document templates rather than creating a particular document from scratch.

19

## File, Recent

Learn to quickly preserve files and easily access your most used documents.

**20** File, Share  
View the various ways to collaborate with others on a document.

**21** File, Info and Security Considerations  
Password Protect a file or Recover an unsaved version.

## The View Ribbon

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**22** Document Views  
Learn how and why to use the different available document views.

**23** Navigation Pane  
Learn how the Navigation Pane assists with document management.

**24** Show and Zoom Controls  
How to add the Navigation pane and quickly zoom in and out of the document.

**25** Use Multiple Windows  
Learn about using multiple windows to view the same or various documents side-by-side.

## Intermediate Formatting Knowledge - The Insert Ribbon

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**26** Inserting Page Breaks and Blank Pages  
Quickly force a new page at the location you specify and/or add a blank page as well.

**27** Add a Cover Page  
Pre-designed cover pages add a professional look to your report.

**28** Creating Tables  
Tables provide a structure of columns and rows to help the user line up data, similar to a spreadsheet layout, but within a Word document.

**29** Inserting Pictures and Clip Art  
Learn how to apply and control picture sizes and placement.

**30** Online Pics and 3D Models  
How to find Online Pictures and add 3D Models as well as animated pictures.

- 31 **Basic Use of Shapes**  
Learn to move and color shapes to draw attention to an area.
- 32 **Screenshots**  
Learn how to capture a picture of your screen, modify it, and use it in a document.
- 33 **Headers and Footers**  
Learn how to add Headers and Footers to a document.
- 34 **Page Numbers and File Location Notes**  
Learn how to apply and control page numbers and insert file notes.
- 35 **Word Art**  
Learn this creative text format often found on flyers, and a clever “rubber stamp” to use on documents.
- 36 **Symbols**  
Symbols are a necessary and interesting toolset if using creative accents, foreign characters, or displaying mathematical formulas.

## Page Layout Ribbon

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- 37 **Margins**  
Learn how to set margins to standard or custom settings.
- 38 **Paper Orientation and Size**  
Learn how to change paper size and orientation depending on the document type.
- 39 **Using Columns**  
Learn to divide text into long columns to make the best use of available space.
- 40 **Paragraph Spacing**  
Learn how to control spaces between paragraphs all at one time and adjust spacing as needed.
- 41 **Printing**  
Explore the various options within the Print dialogue box.