

Microsoft Word 365 - Basic

GoSkills online course syllabus

Sunday, December 22, 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

1

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

- 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.
- 10 **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

- 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

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

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

- 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.