Course outline

Module 1: Advanced Formatting

This module explains how to use advanced formatting techniques in Microsoft Word.

Lessons

- Shading and Borders
- Setting Line and Paragraph Spacing
- Changing Styles
- Paragraph Marks and Other Formatting Symbols
- Using Formatting Symbols
- Editing PDF Documents in Microsoft Word

Lab : Advanced Formatting Exercises

- Using Shading and Borders
- Changing Styles
- Using Formatting Symbols
- Editing PDF Documents and Microsoft Word

After completing this module, students will be able to:

- Use shading and borders to enhance your document.
- Set line and paragraph spacing.
- Format your document using styles.
- Show, hide and use formatting symbols.
- Edit PDFs in Word.

Module 2: Working with Tables

This module explains how to work with tables in Microsoft Word.

Lessons

- Inserting a table
- Table styles
- Formatting a Table

Lab : Working with Tables Exercises

- Insert a Table
- Adding Styles to a Table
- Formatting a Table

After completing this module, students will be able to:

- Insert a table into a document.

- Format a table using styles.

- Format data within a table.

Module 3: Working with Images

This module explains how to work with images in Microsoft Word.

Lessons

- Inserting Images

- Placing and Sizing Images

- Wrapping Text around an Image

- Adjusting Images

- Borders and Effects

Lab : Working with Images Exercises

- Insert an Image into a Microsoft Word Document

- Place and Size an Image in a Microsoft Word Document

- Wrapping Text around an Image

- Adjusting Images in Microsoft Word

- Adding Borders and Effects to Images in Microsoft Word

After completing this module, students will be able to:

- Insert images into a Microsoft Word document.

- Place and size images in a Microsoft Word document.

- Wrap text around images.

- Adjust the look and feel of images.

- Add borders and effects to images.

Module 4: Page Layout

This module explains how to work with page layout options in Microsoft Word.

Lessons

- Orientation and Paper Size

- Using Live Layout and Alignment Guides

- Working with Columns

- Advanced Formatting

- Working with Fields
- Page and Section Breaks

Lab : Page Layout Exercises

- Changing the Page Setup
- Adding Page and Section Breaks

After completing this module, students will be able to:

- Set the page orientation as portrait or landscape.
- Set the print size of the paper.
- To split your text into multiple columns.
- To add page breaks.
- To add section breaks.

Module 5: Working with Illustrations

This module explains how to work with Illustrations in Microsoft Word.

Lessons

- Adding and Editing Charts
- Working with Clip Art
- Using Shapes
- Working with Icons
- Working with SmartArt
- Creating Captions
- Using Building Blocks

Lab : Working with Illustrations Exercises

- Working with Charts
- Working with Clip Art
- Adding Shapes
- Working with Smart Art
- Inserting a Building Block in a Document

After completing this module, students will be able to:

- Insert charts into Microsoft Word documents.
- Edit charts in Microsoft Word documents.
- Use clip art to illustrate your documents.

- Insert shapes into Microsoft Word documents.

- Use SmartArt to illustrate your documents.

- Use captions. Use Word Building Blocks

Module 6: Viewing Your Documents

This module explains how work with viewing options in Microsoft Word.

Lessons

- Document Views

- Using the Navigation Pane

- Multiple Windows

Lab : Viewing Your Documents Exercises

- Using the Navigation Pane

- Working with Multiple Windows

After completing this module, students will be able to:

- Show and hide the Navigation pane.

- Use the Navigation pane to quickly get to different sections of your document.

- Use the Navigation pane to reorganize your document.

- Use the Navigation pane to search within your document.

- Use multiple windows to view different parts of one document at the same time.

- Use multiple windows to view multiple documents at the same time.