

KOENIG SOLUTIONS • COURSE OUTLINE

Introduction to Microsoft Word

Learn to create, format and finalise documents in Microsoft Word, from the Ribbon and Quick Access Toolbar to styles, editing and Copilot.

8

MODULES

38

TOPICS

17

HANDS-ON LABS

COURSE OVERVIEW

This course covers the fundamentals of creating and managing documents in Microsoft Word, starting with document creation, saving and importing files. It then examines the Ribbon, Backstage View and Quick Access Toolbar for navigating and customising the application. Further modules address formatting text, fonts, lists, hyperlinks, styles and themes, followed by editing techniques such as find and replace and the clipboard. The course concludes with finalising documents through page numbers, headers and footers, spelling and grammar checks, and an introduction to Microsoft Copilot for Word.

WHO THIS COURSE IS FOR

Office Administrators

Administrative Assistants

Business Users

Document Editors

New Word Users

LEARNING OBJECTIVES

- Create, save and import a Microsoft Word document
- Navigate the Ribbon, tabs, groups and commands
- Explain the Backstage View and its document options
- Customise the Quick Access Toolbar with common commands
- Apply fonts, lists, styles, themes and hyperlinks
- Set margins and use the ruler for layout
- Use find and replace and the clipboard to edit text
- Finalise documents with page numbers, headers and footers

8 Modules, 38 Topics

01

Lab

Creating a Microsoft Word Document

This module explains how to get started using Microsoft Word.

TOPICS

Starting Microsoft Word · Creating a Document · Saving a Document · Importing a File · The Status Bar · Closing a Document

02

Lab

The Ribbon

This module explains how to work with the Ribbon in Microsoft Word.

TOPICS

The Ribbon · Tabs · Groups · Commands

03

3 Labs

The Backstage View

This module explains how to work with the Backstage View.

TOPICS

- Introduction to the Backstage View
- Opening a Document
- New Documents and Word Templates
- Configuring Documents to Print
- Adding Your Name to Microsoft Word
- Adding Values to Document Properties
- Working with Autosaved Versions of Documents

04

Lab

The Quick Access Toolbar

This module explains how to work with the Quick Access Toolbar in Microsoft Word.

TOPICS

- Adding Common Commands
- Adding Additional Commands with the Customize Dialog Box
- Adding Ribbon Commands or Groups
- Placement

05**6 Labs**

Formatting Microsoft Word Documents

This module explains how to format Microsoft Word Documents.

TOPICS

- Selecting Text
- Selecting Fonts
- Working with Fonts
- Working with Lists
- Inserting a Hyperlink in a Document
- Using Styles
- Using Themes
- Using the Ruler
- Setting Margins

06**2 Labs**

Editing Documents

This module explains how to edit documents in Microsoft Word.

TOPICS

Find · Find and Replace · Find and Replace Tips · Appending Text to a Document · Using the Clipboard

07**3 Labs**

Finalizing Microsoft Word Documents

This module explains how to finalize Microsoft Word Documents.

TOPICS

Adding Page Numbers · Headers and Footers · Checking Spelling and Grammar

Microsoft Copilot for Word

Practise What You Learn

#	MODULE	ACTIVITY
01	Creating a Microsoft Word Document	Create a Microsoft Word Document
02	The Ribbon	Exploring the Ribbon
03	The Backstage View	■ Open a Document ■ Write a Thank You Letter Using a Template Letter ■ Print a Document
04	The Quick Access Toolbar	Customize the Quick Access Toolbar
05	Formatting Microsoft Word Documents	■ Working with Fonts ■ Working with Lists ■ Inserting a Hyperlink ■ Applying and Creating Custom Styles ■ Using Tabs ■ Setting Margins
06	Editing Documents	■ Using Find and Replace ■ Using the Clipboard
07	Finalizing Microsoft Word Documents	■ Adding Page Numbers ■ Using Headers and Footers ■ Checking Spelling and Grammar

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

FLEXIBLE DELIVERY

Learn the Way That Suits You

Classroom Training

Live Online Classes (ILO)

Fly-Me-A-Trainer (FMAT)

Flexi (Self-Paced)

1-on-1 Training

Ready to Get Started?

Talk to a learning advisor about schedules, group training and customised delivery.

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