

KOENIG SOLUTIONS • COURSE OUTLINE

Introduction to Microsoft Word Using Co-Pilot

Learn to create, format, edit and finalise Microsoft Word documents, from the Ribbon and Backstage View to styles and page layout.

8 Hours

DURATION

7

MODULES

38

TOPICS

21

HANDS-ON LABS

COURSE OVERVIEW

In this course you will learn the necessary skills to create, edit, format, and print Microsoft Word documents.

WHO THIS COURSE IS FOR

This course is intended for students who have little or no familiarity with Microsoft Word 2019 or more experienced Word users who want to learn the topics covered in this course in the 2019 interface

LEARNING OBJECTIVES

- Create, save and import Microsoft Word documents
- Navigate the Ribbon, tabs, groups and commands
- Use the Backstage View to open, print and manage documents
- Customise the Quick Access Toolbar with common commands
- Format text using fonts, lists, styles and themes
- Set margins and use the ruler to lay out documents
- Edit documents using Find, Find and Replace and the Clipboard
- Finalise documents with page numbers, headers, footers and spell check

7 Modules, 38 Topics

01

Lab

Creating a Microsoft Word Document

This module explains how to get started using Microsoft Word.

LESSONS

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.

LESSONS

The Ribbon · Tabs · Groups · Commands

03

4 Labs

The Backstage View

This module explains how to work with the Backstage View.

LESSONS

- 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.

LESSONS

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

05

7 Labs

Formatting Microsoft Word Documents

This module explains how to format Microsoft Word Documents.

LESSONS

- 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

3 Labs

Editing Documents

This module explains how to edit documents in Microsoft Word.

LESSONS

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

07

4 Labs

Finalizing Microsoft Word Documents

This module explains how to finalize Microsoft Word Documents.

LESSONS

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

HANDS-ON LABS

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	■ Backstage View Exercises ■ 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

#	MODULE	ACTIVITY
05	Formatting Microsoft Word Documents	■ Formatting Exercises ■ Working with Fonts ■ Working with Lists ■ Inserting a Hyperlink ■ Applying and Creating Custom Styles ■ Using Tabs ■ Setting Margins
06	Editing Documents	■ Editing Documents Exercises ■ Using Find and Replace ■ Using the Clipboard
07	Finalizing Microsoft Word Documents	■ Finalizing Microsoft Word Documents Exercises ■ 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

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.

Learn the Way That Suits You

Classroom Training

Live Online Classes (ILO)

Fly-Me-A-Trainer (FMAT)

Flexi (Self-Paced)

1-on-1 Training

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