

## Microsoft Word Introduction

### Prerequisite

None

### Course Description

This course is designed to teach the basic features of Microsoft Word. Students will be introduced to the screen elements and learn how to navigate the program. They will learn how to create documents and the various techniques in selecting and editing text. Students will also learn how to apply character and paragraph formats, as well as how to print documents.

### Objectives

#### ***Introduction to Word***

- Start Word
- Screen Elements

#### ***Developing a Document***

- Create a Document
- Save a Document
- Close a Document
- Open a Document
- Select Text
- Edit Text
- Spell Check a Document
- Copy and Cut Text

#### ***Character Formats***

- Apply Fonts and Sizes
- Apply Bold, Italic, and Underline
- Format Painter

#### ***Paragraph Formats***

- Change Paragraph Alignment
- Create Line Spacing
- Apply Bullets and Numbering
- Set Tabs

#### ***Printing***

- Print Preview
- Print a Document

### Class Length

3.5 hours  
Instructor-led, hands-on course