



# Microsoft Word Level 1

Duration: 1 Day

## Course Description

Create, format and edit basic documents, and perform basic functions like printing and spell checking.

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### Course Content

#### Basics

- Create, Open and Save Documents
- What is Word?
- Create a New Blank Document
- Create a Document from a Template
- Open Word Files
- Get Help
- Save Documents
- Navigate a Word Document
- Add, Select and Delete Text

#### Explore the User Interface

- Office Button
- Backstage View
- Ribbon Overview
- Mini Toolbar
- Status Bar
- Shortcut Key Tips
- Contextual Tabs

#### Format Text and Paragraphs

- Format Font and Paragraphs
- Format with the Mini-Toolbar
- Font and Paragraph dialog boxes
- Use the Quick Style Gallery
- Use Basic Bullets and Numbering
- Add Borders and Shading
- Set Tabs and Use the Ruler

#### Editing

- Using Cut, Copy, Paste
- Use the Office Clipboard
- Undo/Redo
- Find, Replace and Go To
- Use the Format Painter
- Check Spelling and Grammar

#### Printing and Viewing Your Document

- Use the View Ribbon Commands
- Show/Hide Markings
- Use the Page Set-Up Group and Dialog Box
- Print Preview and Print Options
- Print Panel

#### Customize

- Customize the Quick Access Toolbar
- Show/Hide the Ribbon