

Why Learn Microsoft Word Core & Intermediate?

Learn to use Word 2019 / 365 drawing tools, create and manage tables, and work with column layouts.

Audience Profile :

- Students who have little or no familiarity with Microsoft Word.

Prerequisites:

- Familiarity with using a personal computer, mouse, and keyboard.
- Comfortable in the Windows environment.
- Ability to launch and close programs; navigate to information stored on the computer; and manage files and folders.



Course Overview:

- Microsoft Word is a powerful authoring program that allows you to create professional-looking documents as well as compose and publish blogs. Students will learn to create, edit, format, and print Microsoft Word documents.
- In this Microsoft Word Core & Intermediate (Office 2019 & Office 365) course, students will learn advanced formatting, use Word 2019 or Word 365 drawing tools, create and manage tables, and work with column layouts.
- Microsoft Word is a successful word-processing program primarily used for creating, polishing, and sharing documents like brochures, letters, learning activities, quizzes, and more.
- Microsoft Word is a useful tool for making documents like letters, updates, reports, research projects, typesetting books and magazines, etc.
- It provides powerful tools for designing documents in many different ways.

Microsoft Word Core & Intermediate Outline:

- Creating a Microsoft Word Document
- Starting Microsoft Word
- Creating a Document
- Saving a Document
- Importing a File
- The Status Bar
- Closing a Document
- Lab : Create a Microsoft Word Document
- The Ribbon
- The Ribbon
- Tabs
- Groups
- Commands
- Lab : Exploring the Ribbon
- The Backstage View
- 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
- Lab : Backstage View Exercises
- The Quick Access Toolbar
- Adding Common Commands
- Adding Additional commands with the Customize Dialog Box
- Adding Ribbon Commands or Groups
- Placement
- Lab : Customize the Quick Access Toolbar
- Formatting Microsoft Word Documents
- 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
- Lab : Formatting Exercises
- Editing Documents
- Find
- Find and Replace
- Find and Replace Tips
- Appending Text to a Document
- Using the Clipboard
- Lab : Editing Documents Exercises

Training Solutions:

- ✓ Offline Classroom Instructor-Led Training in our labs or onsite Locations.
- ✓ Virtual Instructor-Led Training Via Virtual Video Conferencing Tools.

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