

Word 365 Level 1 : Word 365 Level 1

Create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents.

Course Outcomes

Upon successful completion of this course, you will be able to:

Navigate and perform common tasks in Word, such as opening, viewing, editing, saving, and printing documents, and configuring the application.

Format text and paragraphs.

Perform repetitive operations efficiently using tools such as Find and Replace, Format Painter, and Styles.

Enhance lists by sorting, renumbering, and customizing list styles.

Create and format tables.

Insert graphic objects into a document, including symbols, special characters, illustrations, pictures, and clip art.

Format the overall appearance of a page through page borders and colors, watermarks, headers and footers, and page layout.

Use Word features to help identify and correct problems with spelling, grammar, readability, and accessibility.