2016 Microsoft Word Courses

Course Introduction: Level 1, Level 2, Level 3

Microsoft Word or MS-WORD (often called Word) is a graphical word processing program that users can type with. It is made by the computer company Microsoft. The purpose of the Microsoft Word is to allow the users to type and save documents. Similar to other word processors, it has helpful tools to make documents.

Microsoft Word courses are trained using Microsoft Office 2016

Purpose of Course

The purpose of this course is to enable you to accomplish tasks and activities and fulfil your responsibilities. The course is designed for delegates who want to learn graphic design, desktop publishing and working with photos for their personal use or for business purposes.

Course Objective

The objective of the course is to provide the course audience with the tools and knowledge to perform their activities. The time in the course will be spent learning the functionality as outlined in the manual.

Course Performance Objective

At the end of this course, you will have been provided with an overview of the major functionality within the lessons. Each delegate is encouraged to participate during the training with observations and questions. A training manual with relevant exercises will provide you with an opportunity to practise and review the information presented in the course.

Course Performance Standard

You will participate in the classroom activities and will have completed the following lessons for Level 1:

Lesson 1 : Getting Started with Word
Lesson 2: Editing a Document
Lesson 3: Formatting Text and Paragraphs
Lesson 4: Adding Tables
Lesson 5: Managing Lists
Lesson 6: Inserting Graphic Objects
Lesson 7: Controlling Page Appearance
Lesson 8: Proofing a Document
Lesson 9: Customizing the Word Environment

You will participate in the classroom activities and will have completed the following lessons for Level 2:

Lesson 1: Working with Tables and Charts
Lesson 2: Customizing Formats Using Styles and Themes
Lesson 3: Using Images in a Document
Lesson 4: Creating Custom Graphic Elements
Lesson 5: Inserting Content Using Quick Parts
Lesson 6: Controlling Text Flow
Lesson 7: Using Templates
Lesson 8: Using Mail Merge
Lesson 9: Using Macros

You will participate in the classroom activities and will have completed the following lessons for Level 3:

Lesson 1: Collaborating on Documents
Lesson 2: Adding Reference Marks and Notes
Lesson 3: Simplifying and Managing Long Documents
Lesson 4: Securing a Document
Lesson 5: Forms

Course Performance Conditions

To successfully complete the stated performance goal, you will have access to:

- Assistance from Instructor
- Manual
- Reference materials

Teaching Methods

- On line with the training manual.
- Lab files

Course Benefits

Following this course, you will have the knowledge and tool mastery to maximize your use of the features to manage your specific functions.

Course Prerequisites

Training is application-oriented, aimed at teaching those functions that are based on each specific level. Policies and procedures are addressed only to the extent necessary to support this focus. Training is executed in a Windows environment.

Prior to buying this course, delegates should:

- Have computer literacy, use computers and related technology efficiently.
- Be familiar with Windows or Mac operating systems, work processing skills and the internet
- Know the concepts as necessary for your area of responsibility.

Course Duration and Schedule

- On line and at your discretion.
- Set goals to achieve an outcome
- Set realistic time frames

Course Cost

- $15.00 per subject per level