COURSE SYLLABUS

Word Fundamentals Course Online

Pick up the shortcuts and techniques that make Microsoft Word so much more manageable. This course walks you through everything from handling mass emails and fixing formatting issues to using time-saving shortcuts that keep your workflow on track. No prior Word experience needed.

> Group classes (Live Online) and onsite training are available for this course. For more information, email partnerships@vdci.edu or visit: https://vdci.edu/courses/microsoft-word-fundamentals-course-online



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Course Outline

The Word Interface

- Quick Access Toolbar
- The Ribbon
- Views
- Zoom Options
- Navigation Pane

File Management

- New File
- Save As
- Close a file
- Open a File
- Save

Creating a Document

- Using Templates
- Entering Content
- Copy & Paste
- Cut & Paste
- Paste Options

Text Formatting (Font Group)

- Bold/Italics/Underline
- Font Color
- Change Case
- Small Caps Effect

- Text Effects

Paragraph Formatting (Paragraph Group)

- Alignment
- Indentation
- Non-printing formatting marks
- Shading
- Line Spacing
- Tabs

Bulleted and Numbered Lists

- Format Text as a Bulleted List
- Custom Bullets
- Numbered List

Using Borders and Shading

- Text Border
- Paragraph Border
- Paragraph Shading
- Horizontal line

Find/Replace

- Find
- Replace Text
- Replace Formatting
- Go To
- Applying Quick Styles
- Create a New Style
- Modify a Style

Working with Lists

- Sorting a list
- Multi-level Sort

Working with Images

- Inserting Pictures from a File
- Picture Color
- Picture Border
- Inserting Pictures from Online Sources
- Artistic Effects
- Picture Effects
- Crop to Shape
- Inserting Pictures from Stock Images
- Picture Styles
- Picture Size
- Picture Position
- Other Graphics

Creating a Chart

- Inserting a Chart
- Quick Layout
- Chart Styles

Formatting a Chart

- Edit Data
- Change Chart type
- Chart Object outline
- Change the size of the Chart
- Save Chart as Template

Working with Tables

Inserting Tables

Table Styles

Table Style Options

Table Layout

- Rows and Columns
- Merge Cells
- AutoFit
- Alignment
- Formulas
- Convert to Text

Creating Organizational Pages

- Cover Page
- Insert Blank Pages
- Table of Contents
- Update Table of Contents
- Modify Listing of Table of Contents

Using Hyperlinks

- Hyperlink to webpage
- Hyperlink to a place in the document
- Hyperlink to an email address

Page Layouts

- Section Breaks
- Margins
- Columns

Headers and Footers

Headers & Footers

Page Borders and Colors

- Page Border
- Page Color

- Watermark

Reviewing a Document

- Spelling, Grammar, and Writing suggestions
- Word Count
- Thesaurus
- Comments