

Microsoft Word 365 - Basic & Advanced

GoSkills online course syllabus

Skill level

Beginner

Lessons

63

Accredited by

CPD

Pre-requisites

None

Versions supported

365, 2021, 2019

Video duration

4h 15m

Estimated study time

32h

Instructor

Andy Lanning

Word Screen Elements

1

The Ribbon and Word Screen

An overview of the Word opening screen and Ribbon functionality.

2

Quick Access Toolbar

Set up the vital buttons you use most to make your work easier.

3

Navigating the Page

Learn how to control where you type and how to navigate within the page.

4

Your First Document

Learn how to enter text and save your first document.

5

Formatting Fonts

Format text with colors and apply fonts.

6

Basic Letter Layout

Learn how to format a basic letter layout.

7

Basic Cut, Copy, Paste

Cut, copy and paste is an essential skill to help minimize re-typing text.

Essential Formatting Knowledge - The Home Ribbon

8 **Styles Gallery**
Learn how and why to apply predesigned Styles to text.

9 **Format Text with Fonts and Colors**
Learn how to apply bold, italic, underline and Drop Caps styles to text.

10 **Format Painter**
Quickly copy and paste “formats” with this amazing button.

11 **Practice with the FONT Group**
Learn to apply various font styles and why they are used in professional documents.

12 **Basic Paragraph Formats**
Paragraph format and alignment are important for proper document layout.

13 **Fun and Functional Paragraph Formats**
Apply background colors or borders to paragraphs.

14 **Bullets and Numbering**
Learn how to apply and control bullets and numbering.

15 **Indents**
Learn how and when to use specific indent types.

16 **Line Spacing**
Learn why you would want more space between the lines within paragraphs and how to apply the space.

17 **The Find/Replace Function**
Learn to quickly find a word or format and replace it with an alternative.

The File Ribbon

18 **File, New**
Explore the readily available document templates rather than creating a particular document from scratch.

19 **File, Recent**
Learn to quickly preserve files and easily access your most used documents.

20 **File, Share**
View the various ways to collaborate with others on a document.

21 **File, Info and Security Considerations**
Password Protect a file or Recover an unsaved version.

The View Ribbon

22 **Document Views**
Learn how and why to use the different available document views.

23 **Navigation Pane**
Learn how the Navigation Pane assists with document management.

24 **Show and Zoom Controls**
How to add the Navigation pane and quickly zoom in and out of the document.

25 **Use Multiple Windows**
Learn about using multiple windows to view the same or various documents side-by-side.

Intermediate Formatting Knowledge - The Insert Ribbon

26 **Inserting Page Breaks and Blank Pages**
Quickly force a new page at the location you specify and/or add a blank page as well.

27 **Add a Cover Page**
Pre-designed cover pages add a professional look to your report.

28 **Creating Tables**
Tables provide a structure of columns and rows to help the user line up data, similar to a spreadsheet layout, but within a Word document.

- 29** **Inserting Pictures and Clip Art**
Learn how to apply and control picture sizes and placement.
- 30** **Online Pics and 3D Models**
How to find Online Pictures and add 3D Models as well as animated pictures.
- 31** **Basic Use of Shapes**
Learn to move and color shapes to draw attention to an area.
- 32** **Screenshots**
Learn how to capture a picture of your screen, modify it, and use it in a document.
- 33** **Headers and Footers**
Learn how to add Headers and Footers to a document.
- 34** **Page Numbers and File Location Notes**
Learn how to apply and control page numbers and insert file notes.
- 35** **Word Art**
Learn this creative text format often found on flyers, and a clever “rubber stamp” to use on documents.
- 36** **Symbols**
Symbols are a necessary and interesting toolset if using creative accents, foreign characters, or displaying mathematical formulas.

Page Layout Ribbon

- 37** **Margins**
Learn how to set margins to standard or custom settings.
- 38** **Paper Orientation and Size**
Learn how to change paper size and orientation depending on the document type.
- 39** **Using Columns**
Learn to divide text into long columns to make the best use of available space.

- 40** **Paragraph Spacing**
Learn how to control spaces between paragraphs all at one time and adjust spacing as needed.
- 41** **Printing**
Explore the various options within the Print dialogue box.

References Ribbon

- 42** **Table of Contents**
Learn to create an automated Table of Contents.
- 43** **Update the Table of Contents**
Learn how to update the Table of Contents when changes are made to a document.
- 44** **Mark Entry for Table of Contents**
Learn to create an advanced-level Table of Contents using "Mark Entry".
- 45** **Footnotes**
Learn to place footnotes and endnotes which link to the document text.
- 46** **Citations and Bibliography**
Learn to cite your sources for a college paper or report.
- 47** **Using Captions**
Learn to create and link captions to images and text.
- 48** **Create an Index**
Create an Index organized by topic or keyword.

Custom Styles

- 49** **Create and Apply a Style**
Learn to format text and save the style inside the Style Gallery for future use.

50 **Rename, Modify, and Remove Styles**
After mastering styles, keep the Style Gallery tidy by editing or removing styles.

51 **Reveal Formatting**
Learn to use the Reveal Formatting pane to look beyond surface formatting.

52 **Selection Tool and Format Pane**
Learn to use this tool when working with graphics and styles.

Mailings Ribbon

53 **Envelopes and Labels**
Learn how to quickly produce a printed envelope or label for postal mail.

54 **Mail Merge to Labels**
Auto-populate a sheet of labels with text pulled from a list.

55 **Mail Merge to Envelopes**
Merge mailing lists to print directly onto envelopes.

56 **Mail Merge to Form Letters**
Auto-populate a form letter with various fields pulled from a list.

57 **Mail Merge to Emails**
Merge Outlook Contact lists into emails so each recipient gets a personal email.

58 **Mail Merge Tips from Experience**
Learn tips for label margins and ensure your labels print perfectly.

Review Ribbon

59 **Proofing**
Learn how to spellcheck, find a better word, or count the total words in a document.

60 **Language and Translation**
Translate an existing document or set the Word program to use a different language.

61 **Comments**
Learn to place notes in the margins of a document and control those notes.

62 **Track Changes**
Track changes will show which person made which changes in a document.

63 **Compare Documents**
Comparing documents takes two versions of a document and compares for changes.

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