



# Meriting Youth Development

## UNLEASHING YOUR POTENTIAL



Meriting Youth Development Computer Training proudly presents

Microsoft Word – 5 DAYS – Beginners Course



*Our Trainers are all Microsoft Certified – Cost R350*

## Bookings

email: [zipho@meriting.org.za](mailto:zipho@meriting.org.za) or telephone Zipho at 011 339-1596

### COURSE OVERVIEW AND OUTLINE

## MICROSOFT OFFICE WORD 2016 – BEGINNERS

This course will introduce students to Microsoft Word's most important features. Key topics include creating a new document, making it look professional and presentable, adding graphics, and customizing the Microsoft Word interface. After completing this course, students will be ready to use Microsoft Word to efficiently complete daily tasks.

### Getting Started with Word

To begin this course, students will learn about the parts of the Microsoft Word 2016 interface, how to create a basic document, and how to find help in Microsoft Word.

### Editing a Document

In this lesson, students will learn how to navigate through and select text. Modifying, finding, and replacing text is covered.

### Formatting Text and Paragraphs

This lesson explores Microsoft Word's formatting tools. To begin, commands on the Home tab and mini toolbar will be discussed. Then, students will learn how to arrange text using tabs and lists. Paragraph layout tools, borders, shading, styles, and formatting management techniques will also be covered.

### Adding Tables

This lesson is all about creating, modifying, and formatting tables. Table conversion tools will also be covered.

### Managing Lists

Sorting, renumbering, and customizing lists will be covered in this lesson.

### Inserting Graphic Objects

This lesson teaches students how to insert symbols and special characters. Techniques for adding images are also discussed.

### Controlling Page Appearance

This lesson covers page formatting options, such as page colour and borders, watermarks, headers, footers, and the Page Setup dialog box.

### Proofing a Document

This lesson explores the commands on the Review tab, including spell check, the Research pane, and the thesaurus.



## **Lesson 1: Getting Started with Word**

Topic A: Identify the Components of the Word Interface

Topic B: Create a Word Document

Topic C: Help

## **Lesson 2: Editing a Document**

Topic A: Navigate and Select Text

Topic B: Modify Text

Topic C: Find and Replace Text

## **Lesson 3: Formatting Text and Paragraphs**

Topic A: Apply Character Formatting

Topic B: Align Text Using Tabs

Topic C: Display Text as List Items

Topic D: Control Paragraph Layout

Topic E: Apply Borders and Shading

Topic F: Apply Styles

Topic G: Manage Formatting

## **Lesson 4: Adding Tables**

Topic A: Insert a Table

Topic B: Modify a Table

Topic C: Format a Table

Topic D: Convert Text to a Table

## **Lesson 5: Managing Lists**

Topic A: Sort a List

Topic B: Renumber a List

Topic C: Customise a List

## **Lesson 6: Inserting Graphic Objects**

Topic A: Insert Symbols and Special Characters

Topic B: Add Images to a Document

## **Lesson 7: Controlling Page Appearance**

Topic A: Apply a Page Border and Colour

Topic B: Add a Watermark

Topic C: Add Headers and Footers

Topic D: Control Page Layout

## **Lesson 8: Proofing a Document**

Topic A: Check Spelling and Grammar

