



## Microsoft Word Training Course

*This Microsoft Word training class will give you the essential skills to efficiently and effectively use this popular word processing application. You will learn how to enter and edit text, save, and browse documents. You will also discover formatting options that can be used to create text styles and more. Students also find how to create tables, insert headers and footers, proof and print documents, as well as insert graphics.*

### What you'll learn in this training course

- The basics of Microsoft Word
- Editing documents
- Formatting options
- Working with styles and themes
- Adding tables and graphics
- Adding page elements

### Audience for this training course

This Microsoft Word training class is for students who would like to learn skills to efficiently use this word processing application.

### Training course duration

This class is a one day in length. It runs from 9:30 am- 4:30 pm. Lunch break is approximately from noon - 1:00 pm.

### Training course curriculum

This training course uses provided lesson files and instructor selected resources.

### Enrolling in this Microsoft Word training course

You can register for this training class online at [agitraining.com](http://agitraining.com), or by calling 781-376-6044 or 800-851-9237.

### Locations for this Microsoft Word training course

You can attend classes at your training centers located in Boston, New York City, Philadelphia, on site at your office, or on-line. You can select the course location at the time of your registration.

### Private and customized training course options

This training course can be offered as a private class for groups or individuals, and the content can be customized to meet your specific needs. You can call to speak with a training representative at 781-376-6044 or 800-851-9237 to discuss customizing this training course.

### Goals and objectives for this training course

American Graphics Institute is focused on providing high-quality training courses for your professional development. We provide regularly scheduled small group courses along with private or customized training.



## Microsoft Word training class topics:

### Microsoft Word Jump Start

- Interface conventions
- Applying styles to text
- Working with themes, style sets, and color schemes
- Working with images and video
- Styling an image
- Working with online images and videos
- Different views of your document
- Collapsing document sections
- Working with Word's windows
- Collaboration and tracking changes
- Communicating with colleagues in comments

### Getting Started with Word

- The Word interface
- The Start screen and template gallery
- Opening a document
- Customizing the Ribbon
- The Quick Access toolbar
- The Status bar
- The Navigation pane
- Different viewing modes
- Laying out the page
- Page size, margins, and margins
- Headers and footers

### Beginning Text and Layout Operations

- Working with text in Word
- Paragraph and character formatting
- Styles, themes, and live preview
- Cut, copy, and paste
- Copying a look: Format Painter
- Working with columns
- Placing text boxes and images

### Structuring Complex Documents

- Headings: logical document divisions
- Text folding
- Sorting sections alphabetically
- Building an outline with headings
- Working in outline view
- Tagging images with captions
- Working with fields
- Accessing document properties
- Adding a cover page
- Page and section breaks
- Cross-references
- Footnotes and endnotes
- Adding a table of contents

### Working with Tables

- Table basics
- Inserting and navigating tables
- Split cells and table styles
- Working with text in and around tables
- Text alignment and merged cells
- Merging cells with the Eraser tool
- Presenting and sorting tabular data
- Sorting data in a table
- Designing tables
- Table style options
- Editing cell contents
- Using AutoFit and Fit Text
- Images in tables

### Beyond Word: Linking and Collaborating

- Group work and Groupware
- Tracking your edits
- Controlling the markup that you see
- The Reviewing pane
- Editing and collaborating
- Access control
- Comparing and combining documents
- Embedding and linking objects
- Linking to an Excel spreadsheet
- Unlinking a linked object

### Creating Mail Merges

- Mail merges
- Linking to a data source
- Data sources for mail merges
- Inserting simple merge fields
- Using if-then conditional fields
- Previewing a merge
- Conditionally inserting an image
- Finalizing the merge

### Blogging in Word

- How blogs work
- Setting up a blog account
- Creating a blog post
- Setting your blog post's categories
- Uploading posts and drafts
- Editing posts stored on the server