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, 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