

Word Course

Course Essentials:

Course Title: Mastering Microsoft Word

Short Description:

This course offers a complete introduction to Microsoft Word, guiding learners through document creation, formatting, and advanced tools. From text editing to working with images, references, and AI tools, learners will build the skills needed to create polished, professional documents.

By the end of this course, learners will be able to:

1. Create and format Word documents from scratch.
2. Apply and customize text styles and paragraph formatting.
3. Insert and manage images, shapes, tables, and Word Art.
4. Design headers, footers, and cover pages for polished presentation.
5. Use built-in tools like spelling check and AI suggestions to refine writing.
6. Apply referencing tools including citations and hyperlinks.
7. Collaborate using tracking changes and document protection.
8. Use the mailing feature to automate letters and labels.
9. Enhance productivity by integrating AI tools into document workflows.

Curriculum Outline:

Module 1: Getting Started with Word

- Lesson 1 – Creating a Word Document
- Lesson 2 – Text Formatting Basics

Module 2: Visual and Layout Elements

- Lesson 3 – Inserting Images and Shapes
- Lesson 4 – Working with Tables
- Lesson 5 – Enhancing Text with Word Art

Module 3: Document Structure and Design

- Lesson 6 – Applying Document Styles & Paragraph Formatting
- Lesson 7 – Cover Page, Header & Footer Design

Module 4: Editing and Review Tools

- Lesson 8 – Spelling Check & Proofing
- Lesson 9 – Adding References, Citations & Hyperlinks
- Lesson 10 – Tracking Changes & Restricting Editing

Module 5: Advanced Tools

- Lesson 11 – Mailing and Mail Merge
- Lesson 12 – Using AI Tools in Word Documents