



→ Course Description

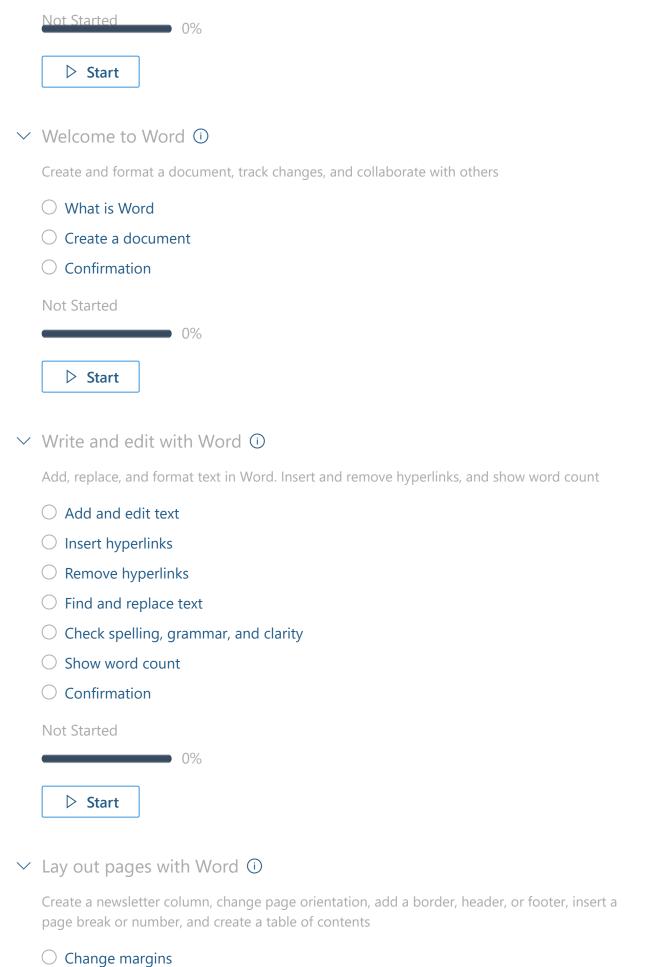
Word

## Content

✓ Word Quick Start ①

There are several useful options to lay out pages with Word. Learn how to change margins, create newsletter columns, change page orientation, add a border to a page, insert a header or a footer, insert page numbers, and insert a page break.

- Create a document
- O Save your document to OneDrive
- O Design and edit
- Collaborate
- O Set up your mobile apps
- Confirmation



	○ Create newsletter columns
	Change page orientation to landscape or portrait
	O Add a border to a page
	O Insert a header or footer
	○ Insert page numbers
	○ Insert a page break
	<ul> <li>Create a table of contents</li> </ul>
	○ Confirmation
	Not Started
	0%
	N Start
	<b>▷</b> Start
<b>\</b>	Insert tables, pictures, and watermarks ①
	Insert tables, pictures, icons, WordArt and watermarks. Learn how to rotate a picture and wrap text around a picture.
	○ Insert a table
	○ Insert pictures
	○ Insert icons
	○ Insert WordArt
	O Add a watermark
	○ Show or hide the ruler
	Rotate a picture or shape
	<ul> <li>Wrap text around a picture</li> </ul>
	○ Confirmation
	Not Started
	0%
	<b>▷</b> Start
~	Save and print with Word ①
	Save, print, or convert a document to PDF. Print envelopes and labels.
	Print your document

	O Print an envelope
	O Print return address labels
	O Print mailing labels
	○ Convert or save to PDF
	○ Edit a PDF
	○ Save a document
	○ Confirmation
	Not Started
	0%
~	Share and co-author with Word ①
	Collaborate in Word by incerting comments and tracking changes. Use Word on a mobile device.
	Share a document
	Collaborate on Word documents with real-time co-authoring
	O Insert or delete a comment
	○ Track changes in Word
	Accept tracked changes
	O Use Word on a mobile device
	○ Confirmation
	Not Started
	0%
~	Use Word for reports ①
	Write an equation or formula in Word, indent a paragraph, insert lines, create a bibliography, and insert footnotes and endnotes
	O Write an equation or formula
	O Indent the first line of a paragraph
	O Double-space the lines in a document

Create a bibliography, citations, and references
Insert footnotes and endnotes
○ Confirmation
Not Started
0%
Start     Start
✓ Improve accessibility and ease of use with Word ①
Learn to make Word accessible: Use a screen reader, shortcuts, and do things with Tell Me
Introduction to using a screen reader in Word
Learning Tools in Word
O Intro to making documents accessible
Keyboard shortcuts
○ Confirmation
Not Started
0%
▶ Start
✓ Add and format text with Word ①
Learn to format text, create a bulleted or numbered list, change the line spacing in Word, apply styles and apply themes
Add and format text
O Apply styles
O Apply themes
Change the line spacing in Word
Create a bulleted or numbered list
○ Confirmation
Not Started
0%
▶ Start

## Information

\*\*\* 0 ratings

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## Certificates

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