



 Course Management

✓ Course Description

Word

✓ Content

✓ Word Quick Start ⓘ

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
- ☐ Save your document to OneDrive
- ☐ Design and edit
- ☐ Collaborate
- ☐ Set up your mobile apps
- ☐ Confirmation

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▶ Start

✓ Welcome to Word ⓘ

Create and format a document, track changes, and collaborate with others

- ☐ What is Word
- ☐ Create a document
- ☐ Confirmation

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▶ Start

✓ Write and edit with Word ⓘ

Add, replace, and format text in Word. Insert and remove hyperlinks, and show word count

- ☐ Add and edit text
- ☐ Insert hyperlinks
- ☐ Remove hyperlinks
- ☐ Find and replace text
- ☐ Check spelling, grammar, and clarity
- ☐ Show word count
- ☐ Confirmation

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▶ Start

✓ Lay out pages with Word ⓘ

Create a newsletter column, change page orientation, add a border, header, or footer, insert a page break or number, and create a table of contents

- ☐ Change margins

- ☐ Create newsletter columns
- ☐ Change page orientation to landscape or portrait
- ☐ Add a border to a page
- ☐ Insert a header or footer
- ☐ Insert page numbers
- ☐ Insert a page break
- ☐ Create a table of contents
- ☐ Confirmation

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▶ Start

✓ Insert tables, pictures, and watermarks ⓘ

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
- ☐ Add a watermark
- ☐ Show or hide the ruler
- ☐ Rotate a picture or shape
- ☐ Wrap text around a picture
- ☐ Confirmation

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▶ Start

✓ Save and print with Word ⓘ

Save, print, or convert a document to PDF. Print envelopes and labels.

- ☐ Print your document

- ☐ Print an envelope
- ☐ Print return address labels
- ☐ Print mailing labels
- ☐ Convert or save to PDF
- ☐ Edit a PDF
- ☐ Save a document
- ☐ Confirmation

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▶ Start

✓ Share and co-author with Word ⓘ

Collaborate in Word by inserting comments and tracking changes. Use Word on a mobile device.

- ☐ Share a document
- ☐ Collaborate on Word documents with real-time co-authoring
- ☐ Insert or delete a comment
- ☐ Track changes in Word
- ☐ Accept tracked changes
- ☐ Use Word on a mobile device
- ☐ Confirmation

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▶ Start

✓ Use Word for reports ⓘ

Write an equation or formula in Word, indent a paragraph, insert lines, create a bibliography, and insert footnotes and endnotes

- ☐ Write an equation or formula
- ☐ Indent the first line of a paragraph
- ☐ Double-space the lines in a document

- ☐ Create a bibliography, citations, and references
- ☐ Insert footnotes and endnotes
- ☐ Confirmation

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▶ Start

✓ Improve accessibility and ease of use with Word ⓘ

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
- ☐ Intro to making documents accessible
- ☐ Keyboard shortcuts
- ☐ Confirmation

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▶ Start

✓ Add and format text with Word ⓘ

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
- ☐ Apply styles
- ☐ Apply themes
- ☐ Change the line spacing in Word
- ☐ Create a bulleted or numbered list
- ☐ Confirmation

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▶ Start

Information

★★★★★ 0 ratings

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