SF Tech Training

WE BRING THE CLASS TO YOU

MS Word Topic List – 3 Levels

Don't see a topic listed? Just ask!

Modules 1

Lesson 1: Getting Started with Word

- Using Menus, Context Menus and the Ribbon Interface
- Creating and Saving Word Documents
- Managing your Workspace
- Previewing and Printing Documents
- Customizing the Word Environment

Lesson 2: Formatting Text and Paragraphs

- Applying Character Formatting
- Controlling Paragraph Layout
- Aligning Text Using Tabs
- Displaying Text in Bulleted or Numbered Lists
- Applying Borders and Shading

Lesson 3: Working More Efficiently

- Making Repetitive Text Edits
- Applying Repetitive Formatting
- Using Styles to Streamline Repetitive Formatting Tasks

Lesson 4: Managing Lists

- Sorting Lists
- Formatting Lists

Module 2:

Outcomes:

- Create or import tables within a document.
- Insert images and special characters.
- Apply document layout formatting options.
- Perform final document prep techniques.

Lesson 5: Adding Tables

- Inserting a Table
- Formatting a Table
- Converting Text to a Table

Lesson 6: Adding Graphics

- Inserting Symbols and Special Characters
- Adding Images to a Document
- Designating Text Wrap Options for Images

Lesson 7: Controlling Page Appearance

- Applying a Page Border and Color
- Adding Headers and Footers
- Controlling Page Layout

- Adding a Watermark

Lesson 8: Preparing to Save a Document

- Checking Spelling, Grammar, and Readability
- Using Research Tools
- Checking Accessibility
- Saving a Document to Other Formats

Module 3

Lesson 1: Organizing Content Using Tables and Charts

- Sorting Table Data
- Controlling Cell Layout
- Performing Calculations in a Table
- Creating Charts
- Adding an Excel Table to a Word Document

Lesson 2: Customizing Formats Using Styles and Themes

- Creating, Applying and Modifying Text Styles
- Creating Custom List or Table Styles
- Applying Document Themes

Lesson 3: Inserting Content Using Reusable Content

- Inserting Building Blocks
- Creating and Modifying Building Blocks
- Inserting Fields Using Quick Parts

Lesson 4: Using Templates to Automate Document Formatting

- Creating a Document Using a Template
- Creating and Modifying a Template
- Managing Templates with the Template Organizer

Module 4:

Outcomes:

- Control document flow with section breaks and content controls.
- Add a Cover Page, Table of Contents and Index.
- Conduct mail and email merge processes.

Lesson 5: Controlling the Flow of a Document

- Controlling Paragraph Flow
- Taking Advantage of Section Breaks
- Defining and Managing Columns
- Linking Non-Contiguous Text Boxes with Text Overflow

Lesson 6: Simplifying and Managing Long Documents

- Creating Cover Pages
- Adding an Index
- Inserting and Updating a Table of Contents
- Inserting an Ancillary Table
- Managing Outlines
- Creating a Master Document

Lesson 7: Using Mail Merge To Send Multiple Customized Documents

- The Mail Merge Feature

- Merging Printed Envelopes and Labels

- Merging Customized Emails with Outlook

Module 5:

Outcomes:

- Add graphic and multimedia into a document.

- Collaborate with co-workers on revising a document.

- Create academic references and links.

Lesson 1: Manipulating Images

- Integrating Pictures and Text

- Adjusting Image Appearance

- Applying Artistic Effects

- Inserting Other Media Elements

Lesson 2: Using Custom Graphic Elements

- Creating Text Boxes and Pull Quotes

- Adding WordArt and Other Text Effects

- Drawing Shapes

- Creating Complex Illustrations with SmartArt

Lesson 3: Collaborating on Documents

- Turning Track Changes On and Off

- Marking Up a Document

- Reviewing Markups

- Accepting and Rejecting Changes
- Merging Changes from Other Documents

Lesson 4: Adding Document References and Links

- Adding Captions
- Adding Cross-References
- Adding Bookmarks
- Adding Hyperlinks
- Inserting Footnotes and Endnotes
- Adding Citations and a Bibliography

Module 6:

Outcomes:

- Secure a document with user-level access and password protection.
- Create fillable forms and distribute digitally signed documents.
- Create macros to automate repetitive tasks.

Lesson 5: Securing a Document

- Suppressing Information
- Setting Formatting and Editing Restrictions
- Restricting Document Access
- Adding a Digital Signature to a Document

Lesson 6: Using Forms to Manage Content

- Creating Forms
- Modifying Forms

Lesson 7: Automating Repetitive Tasks with Macros

- Automating Tasks by Using Macros
- Creating a Macro