



Microsoft Word for Beginners Course Outline:

Duration: 4 Hours

Prerequisites:

A basic understanding of the MacOS environment.

Course Objectives

How to use templates, know your menus, toolbars, toolbox and media browser. Learn to work with different views, find quicker ways to edit, set headers and footers and how to work with text.

Setup Requirements

A Mac device that has Microsoft Word installed with an oldest version of 2019.

Understanding the Interface

- Overview of the interface
- Utilising the ribbon
- Setting preferences & document properties
- Purpose of different views
- Navigating documents & windows

Create, Save & Closing Documents

- Create a document from scratch or from a template
- Setting page layout & orientation
- Page colour setup
- Saving & opening of documents
- Closing a document

Working with Text

- Add text
- Select text
- Delete & replace text
- Set document formatting
- Getting text styles
- Grammar & spelling tools
- Autoformat & autocorrect
- Working with text effects

Working with Paragraphs

- Set position & spacing
- Bullets & numbering
- Indentation
- Setting paragraph formatting



Additional Formatting Tools

- Working with undo/redo/repeat
- Using find & replace
- Smart lookup

Document Formatting

- Setting margins
- Adding pages & page breaks
- Setting multiple columns
- Changing page orientation within the document
- Adding watermark & background images