

WORD

Beginner Level

COURSE DESCRIPTION

This course is designed for people who wish to discover Microsoft Word or acquire the essential knowledge needed to use this word-processing software effectively.

Accessible to everyone, with no prior experience required, it teaches participants how to create, edit, format, save, and share personal or professional documents.

Participants will also discover Word's modern features, including saving to OneDrive, collaboration tools, voice dictation, and an introduction to artificial intelligence with Microsoft Copilot.

The course emphasizes a practical, gradual approach adapted to the pace of the participants.

COURSE OBJECTIVES

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

- Become familiar with the Microsoft Word and Microsoft 365 environments.
- Create, open, edit, and save documents.
- Use essential text entry and editing tools.
- Apply professional formatting to a document.
- Organize paragraphs and lay out a page.
- Insert images, tables, and other simple elements.
- Use spelling and grammar checking tools.
- Discover voice dictation and artificial intelligence features.
- Save and share documents with OneDrive.
- Prepare a document for printing or export to PDF.
- Develop independence in the everyday use of Word.

TARGET AUDIENCE

Anyone wishing to learn how to use Microsoft Word 365 to work more efficiently when creating and managing documents, both for personal and professional purposes.

COURSE CONTENT

1. 1. DISCOVER MICROSOFT WORD

- Introduction to Microsoft Word and its main uses.
- Discovering the Microsoft 365 environment.
- Differences between Word installed on a computer and Word online.

- Introduction to the interface: ribbon, tabs, command groups, and toolbar.
- Using the main commands and menus.
- Creating, opening, and closing a document.
- Navigating a document.
- Customizing the display and using zoom.

2. 2. CREATE AND MANAGE DOCUMENTS

- Creating a new blank document.
- Using Word's predefined templates.
- Entering and editing text.
- Selecting a word, sentence, or paragraph.
- Using the cut, copy, and paste commands.
- Undoing and redoing changes.
- Saving a document to the computer.
- Discovering OneDrive and AutoSave.
- Understanding the main file formats: DOCX and PDF.
- Finding and retrieving a saved document.

3. 3. FORMATTING TEXT

- Choosing fonts and font sizes.
- Applying formatting: bold, italic, and underline.
- Changing text color.
- Using text highlighting.
- Changing case (uppercase and lowercase).
- Using the Format Painter.
- Introduction to heading styles.
- Removing formatting.
- Overview of the main keyboard shortcuts.

4. 4. ORGANIZING PARAGRAPHS

- Text alignment: left, right, centered, and justified.
- Adjusting line spacing.
- Managing spacing before and after paragraphs.
- Using indents.
- Creating bulleted and numbered lists.
- Applying simple borders and shading.
- Using formatting marks.
- Organizing text to improve readability.

5. 5. LAYING OUT A DOCUMENT

- Setting margins.
- Choosing orientation: portrait or landscape.
- Selecting the paper size.
- Inserting page breaks.
- Creating and editing headers and footers.

- Inserting and customizing page numbers.
- Using page layout options.
- Overall presentation of a professional document.

6. 6. INSERTING ELEMENTS INTO A DOCUMENT

- Inserting images from the computer.
- Resizing and moving images.
- Using basic text-wrapping options.
- Creating and editing tables.
- Adding and deleting rows and columns.
- Applying basic table formatting.
- Inserting shapes, lines, and symbols.
- Adding hyperlinks.
- Arranging elements to create a clear and attractive document.

7. 7. PROOFREADING AND IMPROVING A DOCUMENT

- Using the spelling and grammar checker.
- Discovering Microsoft Editor.
- Using correction suggestions.
- Searching for words or phrases in a document.
- Automatically replacing words or phrases.
- Using AutoCorrect features.
- Introduction to comments.
- Discovering voice dictation for entering text.
- Checking the document's presentation and readability.

8. 8. DISCOVERING ARTIFICIAL INTELLIGENCE IN WORD

- Introduction to Microsoft Copilot and its integration into Word.
- Understanding how artificial intelligence can facilitate writing.
- Discovering text generation from a prompt.
- Using AI to rephrase or improve text.
- Discovering document summarization features.
- Suggestions for improving the clarity and tone of text.
- The importance of verifying information generated by artificial intelligence.
- Good privacy practices when using AI.

The Copilot features presented may vary depending on the version of Microsoft 365 and the available licenses.

9. 9. SAVING, SHARING, AND COLLABORATING

- Saving documents to the computer and to OneDrive.
- Understanding AutoSave.
- Introduction to cloud storage and working in the cloud.
- Sharing a document by email or link.
- Managing viewing and editing permissions.

- Discovering real-time collaboration.
- Introduction to version history.
- Best practices for protecting and organizing documents.

10.10. PRINTING, EXPORTING, AND PUTTING SKILLS INTO PRACTICE

- Using Print Preview.
- Configuring print settings.
- Selecting pages to print.
- Printing a document.
- Exporting and saving in PDF format.
- Final check of a document's presentation.
- Reviewing the main features learned.
- Practical exercises in creating and formatting documents.
- Creating a complete document: a letter, invitation, or professional document.

EXPECTED OUTCOMES

By the end of this course, participants will be able to create, edit, format, save, and share documents using Microsoft Word. They will master the software's essential functions and will have discovered modern Microsoft 365 tools, including OneDrive, voice dictation, and artificial intelligence, enabling them to use Word confidently and independently in their personal and professional activities.