

WORD

Advanced Beginner Level

COURSE DESCRIPTION

This course enables participants to deepen their knowledge of Microsoft Word and master the essential features for creating professional documents.

Through practical exercises, they will learn to improve text presentation, organize information efficiently, use formatting tools, and streamline document review and sharing.

COURSE OBJECTIVES

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

- Master essential formatting and page-layout features.
- Structure and organize documents efficiently using styles and navigation tools.
- Create and customize tables.
- Insert and manipulate images, shapes, and graphic elements.
- Use proofreading, review, and collaboration tools.
- Discover Word's smart features to improve writing.
- Easily manage, save, convert, and share documents.
- Produce professional, attractive, well-structured documents.

The main objective is to develop participants' independence, productivity, and confidence in their everyday use of Microsoft Word.

TARGET AUDIENCE

Anyone with basic knowledge of Microsoft Word who wishes to develop their skills.

PREREQUISITES

Be able to open, create, save, and edit a Word document, enter text, and apply basic formatting.

1. 1. CONSOLIDATE YOUR WORD KNOWLEDGE

- Become familiar with recent Microsoft Word features.
- Customize the Quick Access Toolbar.
- Use the Ribbon and tabs effectively.
- Master the main display options.

- Use the most useful keyboard shortcuts.
- Understand the different Word file formats.
- Use Find and Replace.

2. 2. IMPROVE DOCUMENT FORMATTING

- Apply professional formatting to text.
- Use advanced font and paragraph options.
- Adjust spacing and line spacing.
- Master indents and tabs.
- Create bulleted and numbered lists.
- Customize borders and shading.
- Quickly reproduce formatting.
- Use themes and color sets.

3. 3. STRUCTURE AND ORGANIZE A DOCUMENT

- Use Word's predefined styles.
- Apply and modify heading styles.
- Organize a document using heading levels.
- Use the Navigation pane.
- Insert page breaks.
- Understand the difference between a page break and a section break.
- Avoid common page-layout problems.
- Improve a document's visual consistency.

4. 4. MASTER PAGE LAYOUT

- Change page margins and orientation.
- Choose the appropriate paper size.
- Insert and customize headers and footers.
- Add and change page numbers.
- Insert a cover page.
- Add page borders.
- Use columns to present content.
- Prepare a document for printing.

5. 5. CREATE AND CUSTOMIZE TABLES

- Insert a table into a document.
- Add and delete rows and columns.
- Merge and split cells.
- Adjust table dimensions.
- Change text alignment in cells.
- Apply table styles.
- Customize borders and colors.
- Sort data in a simple table.
- Repeat header rows across multiple pages.

6. 6. INSERT AND MANIPULATE VISUAL ELEMENTS

- Insert images from a computer.
- Resize and reposition images.
- Use text-wrapping options.
- Crop and adjust images.
- Insert shapes and text boxes.
- Add icons and symbols.
- Use SmartArt graphics to present information.
- Align and group objects.
- Create visually appealing documents.

7. 7. USE PROOFREADING AND REVIEW TOOLS

- Use the spelling and grammar checker.
- Understand Microsoft Editor suggestions.
- Set the proofing language.
- Use the thesaurus.
- Add words to the custom dictionary.
- Insert comments.
- Turn on and use Track Changes.
- Accept or reject changes.
- Compare the main review options.

8. 8. USE WORD'S SMART FEATURES

- Discover writing-assistance features.
- Use rephrasing suggestions when available.
- Improve text clarity and readability.
- Discover Microsoft Copilot capabilities in Word.
- Understand the differences between built-in features and those requiring an additional license.
- Use smart tools responsibly.
- Verify the accuracy of AI-generated suggestions.
-

9. 9. SAVE, EXPORT, AND SHARE DOCUMENTS

- Understand the different saving options.
- Save a document in Word or PDF format.
- Use AutoSave with OneDrive.
- Find and manage previous document versions.
- Share a document using a link.
- Understand viewing and editing permissions.
- Collaborate on a shared document.
- Protect a document from unwanted changes.

10. 10. PUT YOUR KNOWLEDGE INTO PRACTICE

- Create a professional document from plain text.
- Apply styles and consistent formatting.
- Insert a table and visual elements.
- Add headers, footers, and page numbers.
- Check spelling and presentation.
- Save the document in Word and PDF formats.
- Prepare a final version for printing or sharing.

EXPECTED OUTCOME

By the end of this course, participants will be able to create, structure, and format professional-quality Word documents. They will be able to use page-layout tools, tables, visual elements, and review features effectively while developing independence in managing and sharing their documents.