

Dynamic Documents Using Microsoft Word

Course Overview

This course is designed to teach students basic document creation skills, such as creating, editing, and formatting using Microsoft® Word®. Students will learn to apply a variety of techniques for improving the appearance and accuracy of a document's content. They'll also learn how to use Microsoft® Word® features used in research papers such as footnotes, endnotes, tables of contents, cover pages, and more.

In this course, students will learn how to use Microsoft® Word® to:

- Navigate and perform common tasks.
- Create, edit and format documents.
- Add page borders, colors, headers, and footers.
- Add design elements and layout options.
- Proof documents.

CONTENT

Getting Started with Microsoft® Word®

Navigate in Microsoft Word
Create and Save Word Documents
Select Text & Edit Document Information
Preview and Print Documents

Formatting Text and Paragraphs

Apply Character Formatting
Control Paragraph Layout
Align Text Using Tabs
Display Text in Bulleted or Numbered Lists
Apply Borders and Shading

Inserting Graphic Objects

Add & Modify Graphic Objects to a Document

Controlling Page Appearance

Apply a Page Border and Color
Add Headers and Footers
Control Page Layout

Preparing to Publish a Document

Check Spelling and Grammar

Applying Research Paper Features

Add & Edit Footnotes & Endnotes
Create & Modify Tables of Contents & Cover Pages
Use Section Breaks to Modify Page Numbers & More