Word Core

Course Description

Learn to get the most out of Microsoft Word. Learn time saving shortcuts for selecting, navigating and formatting and create professional looking business documents such as letters, forms, and newsletters in a fraction of the time. Participants will learn key functions for using documents to manage project notes, details of jobs, notices, contracts and other administrative requirements. This course maps to the Microsoft MOS Core Exam. After reviewing all topics in the manual participants will be prepared to successfully write the Microsoft Office Specialist Core Exam.

Course Duration: 7 hrs

Basic Skills Checklist

The following list summarizes skills that students will be comfortable with after this course.

- Create and format documents
- Customize options and views
- Configure documents for printing or saving
- Insert and format objects such as Shapes, Images or SmartArt
- Create multi-level and bulleted lists
- Utilize page and section breaks

- Create, edit and format tables
- Apply references such as endnotes, footnotes and citations
- Use captions for pictures
- Generate table of contents and index
- Create QuickParts and manage building blocks

Course Prerequisites

The course assumes that students have completed the Microsoft Office Basics course or have equivalent knowledge.

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