COMPUTER SOFTWARE TRAINING.com
VIRTUAL-CLASS WEBINARS | ON-DEMAND VIDEOS | ON-SITE CLASSES

Learn how to create clean, professional documents in Word Processing Essentials, a hands-on Microsoft Word course built for real-world use. Whether you're writing a letter, building a proposal, or organizing a manual, this course helps you move beyond basic typing to work faster, format smarter, and share documents with ease. You'll learn how to style and structure content using headers, tables, columns, and SmartArt—and how to enhance visual impact with pictures, graphics, and diagrams. You'll also explore time-saving tools like mail merge, tracked changes, comments, PDF export, and cloud sharing with OneDrive or Teams. From editing short memos to managing multi-section files, this class gives you the skills to produce well-organized, visually clear documents that are easy to update and ready to share.

WORKSPACE SETUP & PERSONALIZATION

- Customize Quick Access Toolbar and Ribbon layout
- Set default fonts, spacing, and save locations
- Choose templates for letters, reports, or resumes

DOCUMENT NAVIGATION & EDITING

- Open, rename, and manage documents using folders
- Use Find & Replace, clipboard tools, and undo history
- Apply spelling, grammar, translation, and autocorrect tools

LAYOUT, FORMATTING & DESIGN

- Adjust margins, orientation, and paper size
- Insert section breaks for layout control and numbering
- Apply styles, themes, and font sets for visual consistency
- Format paragraphs with spacing, alignment, and indentation

HEADERS, FOOTERS & PAGE DESIGN

- Add page numbers, cover pages, logos, and watermarks
- Design headers/footers for multi-section documents
- Use background colors, borders, and images for visual appeal

COLUMNS, TABS & DOCUMENT STRUCTURING

- Create multi-column layouts with balanced content flow
- Set and manage tab stops for aligned formatting
- Insert line breaks, page breaks, and manage sections

TABLES, CHARTS & VISUAL CONTENT

- Build and format tables with shading, sorting, and AutoFit
- Merge/split cells and add header rows or borders
- Use SmartArt for flowcharts, hierarchies, and diagrams
- Insert and format pictures, screenshots, icons, and charts

REFERENCING, LINKING & NAVIGATION AIDS

- Insert hyperlinks, bookmarks, and cross-references
- Generate tables of contents, indexes, and tables of figures
- Use footnotes, endnotes, and citation tools

COLLABORATION & DOCUMENT PROTECTION

- Share via OneDrive or Teams for real-time co-authoring
- Track changes, insert comments, and compare versions
- Restrict editing, add passwords, and protect formatting

MAIL MERGE & AUTOMATION TOOLS

- Merge documents with Excel or Outlook contact lists
- Create personalized letters, labels, and envelopes
- Insert merge fields and preview results before printing

FINALIZATION, EXPORT & PRINT TOOLS

- Export to PDF with or without embedded fonts
- Use print preview, custom print settings, and duplex options
- Add author info, run accessibility and compatibility checks
- Email documents or upload to shared folders