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VIRTUAL-CLASS WEBINARS | ON-DEMAND VIDEOS | ON-SITE CLASSES

MICROSOFT 365 WORD
WEBINAR+VIDEO+ONSITE | ALL VERSIONS
WORD PROCESSING ESSENTIALS

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Learn how to create clean, professional documents with confidence in Word Processing Essentials, a hands-on Microsoft Word course designed for real-world use across business, education, and administration. You'll begin by customizing your workspace, setting default fonts and templates, and organizing files for quick access. The course walks you through document navigation, editing tools, and formatting strategies using headers, footers, styles, and themes—while teaching how to adjust layout with margins, section breaks, and paper size. You'll master visual structure through columns, tabs, and paragraph formatting, and add polish with tables, charts, images, icons, and SmartArt graphics. Key features include mail merge with Excel or Outlook, tracking changes, inserting comments, and comparing document versions. You'll also learn to use bookmarks, hyperlinks, footnotes, endnotes, and automated tables of contents for professional navigation. Whether you're building letters, proposals, manuals, or multi-section reports, you'll learn how to protect formatting, restrict editing, run accessibility checks, and export to PDF for secure sharing or printing. From workspace setup to layout control, this course gives you the tools to format smarter, edit faster, and publish documents that look as good as they read.

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