Microsoft Word
Syllabus

» Course Overview

This course introduces students to Microsoft Word. Students will gain insights into the features and capabilities of this essential software within personal, educational, and business settings. Over 11 modules, students progress from absolute basics like navigation to performing complex tasks like graphic elements and collaboration. This course prepares students for the Microsoft Office Associate Microsoft Word Certification.

» Course Outline by Module

Module 1	Introduction to Microsoft Word	**Module 7**	Managing Tables and Lists Part II
Module 2	Navigating within Documents	**Module 8**	Setting Starting Number Values and Managing References
Module 3	Saving and Sharing Documents	**Module 9**	Inserting and Formatting Bibliographies and Graphic Elements Part I
Module 4	Locating and Correcting Compatibility Issues Part I	**Module 10**	Inserting and Formatting Bibliographies and Graphic Elements Part II
Module 5	Locating and Correcting Compatibility Issues Part II	**Module 11**	Managing Document Collaboration
Module 6	Managing Tables and Lists Part I		

» Module Overview and Learning Objectives

| Module 1. Introduction to Microsoft Word

In this module, you will get an introduction to Microsoft Word. Learn how to navigate the app and how to open, save, and share a document. You will also learn how Word is different from other apps in Microsoft Office and understand Word's primary functions. You'll also get an overview of Exam MO-100: Microsoft Word.

Learning Objectives: In this module, students will:

- Compare and Contrast Microsoft products (Word, Excel, PowerPoint, Access) and their intended use.
- Understand the primary functions of Microsoft Word.
- Evaluate how Microsoft Word is used in business, careers, and for personal use.
- Navigate a Word document.
- Demonstrate how to open, save, and share a Word document.
- Examine the format of the Microsoft Office Specialist: Microsoft Office Word Certification.

| Module 2. Navigating within Documents

In this module, we will discuss the various methods for navigating a document. You will learn how to search and find exactly what you are looking for by using some of the advanced search options Word offers. You will also learn how to modify the setup of a document. This includes modifying the paper size, the orientation of a page, and the page margins. Finally, we will discuss some of the elements you can add to a document such as watermarks, colored background, and borders.

Learning Objectives: In this module, students will:

- Search for text
- Link to locations within documents
- Move to specific locations and objects in documents
- Show and hide formatting symbols and hidden text Format documents
- Set up document pages
- Apply style sets
- Insert and modify headers and footers
- Configure page background elements

| Module 3. Saving and Sharing Documents

This module will walk you through saving and sharing your document. You will learn all about saving your document in different formats. You will also learn about modifying document properties and adjusting print settings. Before sharing or distributing a document, it is important to inspect the document for issues. This module will walk you through inspecting the document for hidden properties and personal information, locating and correcting accessibility issues, and locating and correcting compatibility issues.

Learning Objectives: In this module, students will:
- Save documents in alternative file formats
- Modify basic document properties
- Modify print settings
- Inspect documents for issues
- Locate and remove hidden properties and personal information
- Locate and correct accessibility issues

| Module 4. Locating and Correcting Compatibility Issues Part I

In this module, you will start learning how to format documents. First, the module will cover how to insert text and paragraphs by using the cut and paste or copy and paste options. Next, you will learn how to find and replace text and symbols in a document. The module will then proceed to explore text effects. You'll learn how to apply pre-configured text effects as well as how to use Format Painter to apply a combination of formats to other text.

Learning Objectives: In this module, students will:

- Insert text and paragraphs
- Find and replace text
- Insert symbols and special characters Format text and paragraphs
- Apply text effects
- Apply formatting by using Format Painter

| Module 5. Locating and Correcting Compatibility Issues Part II

Microsoft Word enables users to take control of the layout of a document. In this module, we are going to explore formatting paragraphs including indentation and line spacing. Next, students will learn how to apply built-in styles to texts as well as how to use the Style area pane in Draft View. The module will then move on to using columns and sections in a document. Students will learn how to create column breaks, page breaks, and section breaks to create a document that is both easy to edit and appears well-formatted.

*Learning Objectives***:** In this module, students will:
- Set line and paragraph spacing and indentation
- Apply built-in styles to text
- Clear formatting
- Format text in multiple columns
- Insert page, section, and column breaks
- Change page setup options for a section

| Module 6. Managing Tables and Lists Part I

This module will introduce creating tables in a Word document. First, you will learn how to create a blank table from scratch using the table grid and the Insert Table dialog box. Next, the module will cover how to convert text to table and table to text. You will then learn how to perform a few basic table modifications including inserting and deleting rows and columns, sorting the data within a table, and configuring the cell alignment and spacing.

*Learning Objectives***:** In this module, students will:
- Create tables
- Convert text to tables
- Convert tables to text
- Insert and Delete Rows or Columns
- Sort table data
- Configure cell alignment and spacing

| Module 7. Managing Tables and Lists Part II

In this module, you will continue to gain expertise in working with tables. You'll learn how to make a table look the way you want by resizing it, merging and splitting cells, manually splitting the table, and repeating the header row. The module will then move on to managing lists. You'll learn how to create both numbered and bulleted lists. Once you understand how simple lists work, you'll start to learn how to manage multilevel lists and how to customize the bullets and numbering to suit your needs. By the end of the module, you should be confident in your ability to customize both tables and lists to your needs.

Learning Objectives: In this module, students will:
- Merge and split cells
- Resize tables, rows, and columns
- Split tables
- Configure a repeating row header
- Format paragraphs as numbered and bulleted lists
- Change bullet characters and number formats. Define custom bullet characters and number formats
- Increase and decrease list levels
- Restart and continue list numbering

| Module 8. Setting Starting Number Values and Managing References

In this module, you will learn how to manage references. You'll start by learning about footnotes and endnotes, as well as when to create them and how to create them. Next, you'll learn about bibliography citations and how to manage them. In order to make your document easy to navigate and read, you will learn about the easiest way to generate and make changes to a table of contents (TOC) in Word. Finally, we'll look at how to create a bibliography in some of the most common style formats.

Learning Objectives: In this module, students will:

- Insert footnotes and endnotes. Modify footnote and endnote properties.
- Create and modify bibliography citation sources.

- Insert citations for bibliographies.
- Create table of contents.
- Update table of contents.
- Create bibliographies.

| Module 9. Inserting and Formatting Bibliographies and Graphic Elements Part I

In this module, you will learn to work with graphic elements in Microsoft Word. You will learn about inserting shapes, pictures, 3D images, and text boxes. We'll also discuss how to insert SmartArt graphics and the different types available in Word. Finally, you'll start to learn how you can modify graphic elements by applying built-in styles as well as customizing effects to your needs.

Learning Objectives: In this module, students will:

- Insert shapes
- Insert pictures
- Insert 3D models
- Insert SmartArt graphics
- Insert screenshots and screen clippings
- Insert text boxes
- Apply picture effects and picture styles
- Apply artisitc effects

| Module 10. Inserting and Formatting Bibliographies and Graphic Elements Part II

In this module, you will continue to learn to work with graphic elements in Microsoft Word. You will learn how to remove the background in images. Next, you'll learn how to format SmartArt graphics and 3D models. The module will then show you how to add text to text boxes and shapes. Of course, it's very important to know how to move your graphic

elements exactly where you need them in the document. Then, you'll learn how to wrap text around your elements so that the elements do not block the body text. Finally, you'll learn what alternative text is and how to include it in your images.

Learning Objectives: In this module, students will:
- Remove picture backgrounds
- Format SmartArt graphics
- Format 3D models
- Add and modify text in text boxes
- Add and modify text in shapes
- Position objects
- Wrap text around objects
- Add alternative text to objects for accessibility

| Module 11. Managing Document Collaboration

Welcome to the final module of the course! In this module, you will become familiar with some of the collaborative features of Microsoft Words. First, you'll learn about adding and deleting comments. Once you understand the basics, you'll learn how to review and reply to comments made by others. From there, we'll move on to learning about tracking changes. You'll learn the types of changes Word tracks and the formatting used for different types of changes. Next, you'll learn how to manage changes by accepting or rejecting changes and ways to filter according to the type of changes. Finally, you will learn how to lock Track Changing so you can be sure that any changes made to the document is visible to all reviewers.

Learning Objectives: In this module, students will:

- Add and manage comments
- Review, reply to, delete, and resolve comments
- Track changes
- Review, accept and reject tracked changes
- Lock and unlock change tracking