go skills

Microsoft Word 365 - Basic

GoSkills online course syllabus

Sunday, May 19, 2024

Skill level
Beginner

Lessons
41

Accredited by
CPD

Pre-requisites
None

Versions supported
365, 2021, 2019

Video duration
2h 36m

Estimated study time
21h for all materials

Instructor
Andy Lanning

Word Screen Elements

1   **The Ribbon and Word Screen**
An overview of the Word opening screen and Ribbon functionality.

2   **Quick Access Toolbar**
Set up the vital buttons you use most to make your work easier.

3   **Navigating the Page**
Learn how to control where you type and how to navigate within the page.

4   **Your First Document**
Learn how to enter text and save your first document.

5   **Formatting Fonts**
Format text with colors and apply fonts.

6   **Basic Letter Layout**
Learn how to format a basic letter layout.

7   **Basic Cut, Copy, Paste**
Cut, copy and paste is an essential skill to help minimize re-typing text.

Essential Formatting Knowledge - The Home Ribbon

The File Ribbon

20 File, Share

View the various ways to collaborate with others on a document.

21 File, Info and Security Considerations

Password Protect a file or Recover an unsaved version.

The View Ribbon

22 Document Views

Learn how and why to use the different available document views.

23 Navigation Pane

Learn how the Navigation Pane assists with document management.

24 Show and Zoom Controls

How to add the Navigation pane and quickly zoom in and out of the document.

25 Use Multiple Windows

Learn about using multiple windows to view the same or various documents side-by-side.

Intermediate Formatting Knowledge - The Insert Ribbon

26 Inserting Page Breaks and Blank Pages

Quickly force a new page at the location you specify and/or add a blank page as well.

27 Add a Cover Page

Pre-designed cover pages add a professional look to your report.

28 Creating Tables

Tables provide a structure of columns and rows to help the user line up data, similar to a spreadsheet layout, but within a Word document.

29 Inserting Pictures and Clip Art

Learn how to apply and control picture sizes and placement.

30 Online Pics and 3D Models

How to find Online Pictures and add 3D Models as well as animated pictures.

31 Basic Use of Shapes

Learn to move and color shapes to draw attention to an area.

32 Screenshots

Learn how to capture a picture of your screen, modify it, and use it in a document.

33 Headers and Footers

Learn how to add Headers and Footers to a document.

34 Page Numbers and File Location Notes

Learn how to apply and control page numbers and insert file notes.

35 Word Art

Learn this creative text format often found on flyers, and a clever "rubber stamp" to use on documents.

36 Symbols

Symbols are a necessary and interesting toolset if using creative accents, foreign characters, or displaying mathematical formulas.

Page Layout Ribbon

37 Margins

Learn how to set margins to standard or custom settings.

38 Paper Orientation and Size

Learn how to change paper size and orientation depending on the document type.

39 Using Columns

Learn to divide text into long columns to make the best use of available space.

40 Paragraph Spacing

Learn how to control spaces between paragraphs all at one time and adjust spacing as needed.

41 Printing

Explore the various options within the Print dialogue box.

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