



# CENTRAL PIEDMONT COMMUNITY COLLEGE

---

## CORPORATE & CONTINUING EDUCATION

**Course Number:** DPT8009  
**Course Name:** Microsoft Word, Level 1  
**Course Length:** 7 hours

*Last Revised On:* 6/30/08

### **Description:**

In this course students will learn how to create, edit, format, save and print documents. Students will also learn to work with built in editing tools and templates. Creating tables and inserting graphic elements will also be covered.

### **Objectives:**

- Identify the components of the application window and adjust some default settings; create, save, and close a document; open an existing document; use simple editing techniques; and search for help.
- Navigate in a large document by using the mouse and keyboard and locate specific places and words in a document by using the Find, Replace, and Go To commands and the Select Browse Object button.
- Edit a document by using more sophisticated techniques, including moving and copying text within a document and between documents.
- Apply and remove character and paragraph formatting.
- Use tabs and create and modify a table and its structure.
- Adjust margins, add and delete page breaks, and create headers and footers.
- Use Word's proofing tools, such as the spelling checker and thesaurus.

### **Content:**

1. Creating a Basic Document
  - The Word Environment
  - Get Help Using Word
  - Enter Text
  - Save a New Document
  - Preview a Document
  - Print a Document
2. Editing a Document
  - Navigate in a Document
  - Insert Text
  - Select Text
  - Create an AutoText Entry
  - Move and Copy Text



# CENTRAL PIEDMONT COMMUNITY COLLEGE

## CORPORATE & CONTINUING EDUCATION

- Delete Blocks of Text
- Undo Changes
- Find and Replace Text

### 3. Formatting Text

- Change Font and Size
- Apply Font Styles and Effects
- Change Text Color
- Highlight Text
- Copy Formats
- Clear Formatting
- Find and Replace Text Formatting

### 4. Formatting paragraphs

- Set Tabs
- Change Paragraph Alignment
- Indent Paragraphs
- Add Borders and Shading
- Apply Styles
- Create Lists
- Change Spacing Between Paragraphs and Lines

### 5. Proofing a document

- Use the Thesaurus
- Check Spelling and Grammar
- Create a New Default Dictionary
- Check Word Count
- Modify a Document in Print Preview

### 6. Adding Tables

- Create a Table
- Enter Data in a Table
- AutoFormat a Table
- Convert Text into a Table

### 7. Inserting Graphic Elements

- Insert Symbols and Special Characters
- Insert a Clip Art Picture
- Add a Watermark

### 8. Controlling page appearance

- Set Page Orientation



# CENTRAL PIEDMONT COMMUNITY COLLEGE

---

## CORPORATE & CONTINUING EDUCATION

- Change Page Margins
- Apply a Page Border
- Add Headers and Footers
- Insert a Page Break

### **Prerequisites:**

- Intro to the PC and Windows or equivalent Windows experience.

### **Method of Instruction:**

- Lecture, demonstration, and hands-on use.

### **Evaluation:**

- Exam: NO
- Class participation: YES
- Demonstration of skills: YES