

# Microsoft Word Level I

Learn essential shortcuts and techniques in this hands-on Microsoft Word class. Gain skills for improving productivity and efficiency, including mass emails, formatting fixes, and time-saving shortcuts. No prior Word experience needed.

Group classes in NYC and onsite training is available for this course. For more information, email [corporate@nobledesktop.com](mailto:corporate@nobledesktop.com) or visit: <https://www.nobledesktop.com/classes/beginner-microsoft-word>



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## Course Outline

### Getting Started with Word

- Navigate in Microsoft Word
- Create and Save Word Documents
- Manage Your Workspace
- Edit Documents
- Preview and Print Documents
- Customize the Word Environment

### Formatting Text and Paragraphs

- Apply Character Formatting
- Control Paragraph Layout
- Align Text Using Tabs
- Display Text in Bulleted or Numbered Lists
- Apply Borders and Shading

### Working More Efficiently

- Make Repetitive Edits
- Apply Repetitive Formatting
- Use Styles to Streamline Repetitive Formatting Tasks

### Managing Lists

- Sort a List
- Format a List

### Adding Tables

- Insert a Table
- Modify a Table

- Format a Table
- Convert Text to a Table

### **Inserting Graphic Objects**

- Insert Symbols and Special Characters
- Add Images to a Document

### **Controlling Page Appearance**

- Apply a Page Border and Color
- Add Headers and Footers
- Control Page Layout
- Add a Watermark

### **Preparing to Publish a Document**

- Check Spelling, Grammar, and Readability
- Use Research Tools
- Check Accessibility
- Save a Document to Other Formats