Microsoft Office 2019

WORD

Syllabus

Word Processing
Course descriptor

Overview

Word processing is a core computer skill used by almost everyone — students, teachers, accountants, secretaries, managers and so on. It helps individuals and businesses improve their efficiency and quality of communication, while cutting down costs.

In this course you will learn how to perform basic word processing tasks, such as creating, editing, saving an electronic document, and creating and formatting content.

Objectives

Students attending the course will:

1. Use a word processing application, Microsoft Word.
2. Create content in a Microsoft Word document.
3. Format a Microsoft Word document.
4. Prepare a document for output.

Assessment

Assessment for this course will involve:

1. 1 x quiz, taken at the end of the course.

Prerequisites

The course requires basic knowledge of computers (such as turning a computer on or off, launching applications, browsing through files etc.).

Required resources

You will need a lower-range computer (preferably running Windows 7 or later) and an installation of Microsoft Office 2013 or later.

Syllabus

Session	Title	Material
1	Introduction to Word processing	What is a document? What is a word processor? Using Microsoft Word, creating new documents/from existing templates, saving, opening, writing basic text.
2	Selections	Save and save as, saving locations selecting characters words and lines.
3	Operations	Copying, Cutting, Pasting, Deleting, Un-doing and re-doing, searching, replacing.
4	Formatting: Text and Paragraph	Bold, italics, underlining, superscript and subscript, text colors etc. Creating and formatting paragraphs, indentation, spacing, lists.
5	Styles	Using styles, inserting symbols, watermark, page color, page borders, format painter
6	Tables	Creating editing and deleting tables, rows and columns, table formatting.
7	Images & Shapes	Inserting images from the internet/PC, resizing and modification, Inserting and handling shapes, modifying shapes, grouping
8	Page Layout & Headers and footers	Headers, footers, page numbers, dates, changing orientation, sizing, margins, borders, page breaks.
9	Output	View, print previewing, printing options, spell checking, help
10	References	Adding, modifying and deleting references, creating citations, creating a bibliography, referencing styles

Progression

Attendees of this course could potentially progress or branch out to several other courses:

- Advanced Word Processing (progress)

- Spreadsheets (branch)
- Presentation (branch)

FOR MORE INFORMATION:

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