

# Microsoft Word Level I

Master Microsoft Word's essential shortcuts and techniques in one day. Prepare and send mass emails, letters, and labels with one click. Learn everyday functions used in firms throughout New York City. Eliminate formatting blunders with bullets and page numbers.

Group classes in NYC and onsite training is available for this course. For more information, email [contact@nyimtraining.com](mailto:contact@nyimtraining.com) or visit: <https://training-nyc.com/courses/word-specialist-1>



[contact@nyimtraining.com](mailto:contact@nyimtraining.com) • [\(212\) 658-1918](tel:(212)658-1918)

## 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