



## Course Outline – Duration 2 months (2hrs per day)

### Unit 1: Getting started

Topic A: The Word window  
Topic B: New documents  
Topic C: Document navigation

### Unit 2: Editing text

Topic A: Working with text  
Topic B: The Undo and Redo commands  
Topic C: Cut, copy, and paste  
Topic D: Find and replace

### Unit 3: Text formatting

Topic A: Character formatting  
Topic B: Tab settings  
Topic C: Paragraph formatting  
Topic D: Paragraph spacing and indents

### Unit 4: Tables

Topic A: Creating tables  
Topic B: Working with table content  
Topic C: Changing the table structure

### Unit 5: Page layout

Topic A: Headers and footers  
Topic B: Page setup

### Unit 6: Graphics

Topic A: Adding graphics and clip art  
Topic B: Working with graphics

### Unit 7: Proofing, printing, and exporting

Topic A: Spelling and grammar  
Topic B: AutoCorrect  
Topic C: Printing and exporting documents

### Unit 8: Styles and outlines

Topic A: Examining formatting  
Topic B: Working with styles  
Topic C: Working with outlines

### Unit 9: Table formatting

Topic A: Table design options  
Topic B: Table data

### Unit 10: Illustrations

Topic A: Creating diagrams  
Topic B: Working with shapes  
Topic C: Formatting text graphically

### Unit 11: Advanced document formatting

Topic A: Creating and formatting sections  
Topic B: Working with columns  
Topic C: Document design

### Unit 12: Document sharing

Topic A: Document properties  
Topic B: Tracking changes  
Topic C: Finalizing documents

### Unit 13: Mail Merge

Topic A: Form letters  
Topic B: Data sources for the recipient list  
Topic C: Mailing labels and envelopes

### Unit 14: Document interactivity

Topic A: Creating forms  
Topic B: Inserting objects and charts  
Topic C: Web pages

### Unit 15: Document references

Topic A: Tables of contents and captions  
Topic B: Indexes, bibliographies, and footnotes

### Unit 16: Working efficiently

Topic A: Customizing the ribbon  
Topic B: Building Blocks  
Topic C: Master documents