Course Title: Microsoft Word I

Course Description:
This class introduces basic features of word processing software. Topics include creating, editing, and printing documents; formatting and enhancing text; working with tables and forms; and using the Help, Spelling, and Grammar utilities.

Course Prerequisite(s):
Microsoft Windows and the ability to type at least 20 wpm.

Course Objectives:
Define a word processing system; create basic and complex business documents; perform basic and advanced formatting.

Textbook(s):
Microsoft Word 2010: Level 1
Labyrinth Learning

Next Class Possibilities: Microsoft Word II

Lesson Plan – by week or session
Session 1: Working with Word Basics
- Presenting Word 2010
- Opening Documents
- Working with the Word 2010 Interface
- Navigating in a Word Document
- Closing Documents
- Starting a New, Blank Document
- Getting Help in Word 2010

Session 2: Creating and Editing Business Letters
- Inserting Text
- Saving Your Work
- Selecting and Editing Text
- Working with AutoCorrect
- Copying and Moving Text
- Switching Between Documents
- Using Page Layout Options
- Working with Combined Print and Print Preview
Session 3: Creating a Memorandum and a Press Release
- Typing a Memorandum
- Working with Page Breaks
- Working with Proofreading Tools
- Formatting Text
- Working with Fonts and Themes
- Working with Find and Replace
- Navigating in Documents

Session 4: Creating a Simple Report
- Formatting Reports
- Using Paragraph Formatting
- Indenting Text
- Using Custom Tab Stops
- Using Bulleted and Numbered Lists
- Setting Line Breaks
- Using Borders and Shading
- Inserting Page Numbers

Session 5: Working with Tables and Forms
- Inserting Tables
- Using Table Tools
- Converting Tables
- Selecting Data in a Table
- Aligning Data in a Table
- Merging and Splitting Cells
- Adding Borders and Shading to a Table
- Sorting Data in a Table
- Inserting Rows and Columns
- Performing Calculations in Tables
- Sizing Rows and Columns
- Using Table Styles to Format a Table
- Working with Forms

Session 6: Course summary
- Review
- Instructor’s Discretion