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 2013: Level 1
Labyrinth Learning
ISBN: 1-59136-488-4

Next Class Possibilities: Microsoft Word II

Lesson Plan – by week or session
Session 1: Introducing Word Basics
- Presenting Word 2013
- Starting Word
- Viewing the Word Start Screen
- Viewing the Word 2013 Window
- Opening Documents
- Working with the Word 2013 Interface
- Navigating in a Word Document
- Closing Documents
- Starting a New Document
- Saving Your Work
- Getting Help in Word 2013
- Exiting from Word

Session 2: Creating and Editing Business Letters
- Defining Typical Business Letter Styles
- Inserting Text
- Creating an Envelope
- Selecting Text
- Editing Text
- Working with AutoCorrect
Session 3: Creating a Memorandum and a Press Release
- Typing a Memorandum
- Working with Page Breaks
- Working with Proofreading Tools
- Formatting Text
- Using Find and Replace
- Navigating in Documents
- Opening, Editing, and Saving a PDF Files

Session 4: Creating a Simple Report
- Formatting Reports
- Formatting Paragraphs
- Indenting Text
- Using Custom Tab Stops
- Using Numbered and Bulleted Lists
- Using Paragraph Space Settings
- Formatting with Borders and Shading
- Formatting Text with Styles
- Navigating with the Navigation Pane
- Introducing Headers and Footers
- Using the Resume Reading Bookmark

Session 5: Working with Tables and Forms
- Introducing Tables
- Inserting Tables
- Converting Tables
- Selecting Data in a Table
- Customizing Alignment, Directions, and Cell Margins
- Merging and Splitting Cells
- Formatting with Borders, Shading, and Styles
- Sorting Data in a Table
- Inserting Rows and Columns
- Performing Calculations in Table
- Sizing Rows and Columns

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