

## Microsoft Word 365 for Beginners (W365E)

**ID W365E** **Price 490.—** €<sub>excl. tax</sub> **Duration 1 day**

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### Course Overview

Learn how to create letters, resumes, invitations and other documents with Word in no time with this compact course. Supported with easy-to-understand, practical examples and tips, we show you how to work cleverly and goal-oriented with Word. From the very first pages, you'll learn all the basic aspects of Word through an easy-to-follow example - from text entry to saving documents to printing. Thus, after the first chapter, you will not only have understood the basics of working with Word, but also experienced them in practice.

After you have received an overview of the basic possibilities of Word, you will gradually learn all Word features that may be important in later practice, such as formatting content or inserting images and tables. In this way, you can gradually expand your Word skills as needed. In addition, "Word 2019 - Basic course compact" will also provide you with valuable services as a reference work again and again.

- Quick start and operating concept
- Enter and revise text
- Format characters, paragraphs and pages
- Save time with designs and templates
- Add tables and figures
- Correct and print documents

Tailored to the learning topics in "Word 2019 - Basic Course Compact", with BuchPlus you receive a comprehensive, digital media package with learning videos, sample, exercise and results files, quick overviews, knowledge tests, supplementary learning content and a glossary.

### Course Content

- 1 Get to know Word
- 2 Basic techniques
- 3 Move, copy, search, replace text

- 4 Format text
- 5 Format paragraphs
- 6 Apply indents and tab stops
- 7 Format more efficiently
- 8 Use designs
- 9 Design page layout
- 10 Insert and edit illustrations
- 11 Create tables
- 12 Design and optimize tables
- 13 Correct, Translate, Look Up
- 14 Printing documents
- 15 Word individualisieren

### Detailed Course Outline

#### 1 Get to know Word

- 1.1 What is Word
- 1.2 Start Word and open document
- 1.3 Entering, editing and saving texts
- 1.4 Design document
- 1.5 Print document
- 1.6 Closing Documents and Exiting Word

#### 2 Basic techniques

- 2.1 Word windows at a glance
- 2.2 Using the ribbon
- 2.3 Help for Word
- 2.4 Zoom function and document views
- 2.5 Reading mode and having text read aloud
- 2.6 Entering and changing text
- 2.7 Inserting new lines, paragraphs and breaks
- 2.8 Mark text
- 2.9 Undoing work
- 2.10 Automatic corrections during text input
- 2.11 Switching between open documents
- 2.12 Saving documents
- 2.13 Creating and opening documents
- 2.14 Exercise

#### 3 Move, copy, search, replace text

- 3.1 Move and copy text
- 3.2 Determine formatting during insertion
- 3.3 Copying between open documents

- 3.4 Text suchen
- 3.5 Replace text
- 3.6 Exercise

#### **4 Format text**

- 4.1 Basic knowledge of character formatting
- 4.2 Formatting characters
- 4.3 Small caps, capital letters and highlighters
- 4.4 Exercise

#### **5 Format paragraphs**

- 5.1 Basic knowledge of paragraph formatting
- 5.2 Align paragraphs
- 5.3 Setting up paragraph spacing and line spacing
- 5.4 Enumerations and numbering
- 5.5 Frames, lines and shading
- 5.6 Formatting characters
- 5.7 Exercise

#### **6 Apply indents and tab stops**

- 6.1 Adding indents to paragraphs
- 6.2 Using standard stop
- 6.3 Using individual tab stops
- 6.4 Editing tab stops
- 6.5 Entering text at any position
- 6.6 Exercise

#### **7 Format more efficiently**

- 7.1 Basic knowledge of format templates
- 7.3 Creating or editing style sheets
- 7.4 Transferring and removing formatting
- 7.5 Exercises

#### **8 Use designs**

- 8.1 Basic knowledge of designs
- 8.2 Assigning and customizing designs
- 8.3 Designs and manual character formatting
- 8.4 Exercise

#### **9 Design page layout**

- 9.1 Basic knowledge of page layout
- 9.2 Changing page margins, orientation and format
- 9.3 Inserting and removing breaks
- 9.4 Column text
- 9.5 Basic knowledge of hyphenation
- 9.6 Hyphenation by Word
- 9.7 Exercise

#### **10 Insert and edit illustrations**

- 10.1 Basic knowledge
- 10.2 Inserting images
- 10.3 Inserting shapes and pictograms
- 10.4 Inserting 3D models and online videos
- 10.5 Resize and crop illustrations
- 10.6 Set text wrapping
- 10.7 Positioning illustrations
- 10.8 Change layer and group illustrations
- 10.9 Designing illustrations
- 10.10 Edit shapes
- 10.11 Copy or move illustrations
- 10.12 Exercise

#### **11 Create tables**

- 11.1 Insert tables
- 11.2 Editing and marking table contents
- 11.3 Positioning and aligning tables
- 11.4 Adjusting column width and row height
- 11.5 Extend or delete table
- 11.6 Draw table
- 11.7 Convert text to table and vice versa
- 11.8 Exercise

#### **12 Design and optimize tables**

- 12.1 Formatting tables in color
- 12.2 Align table contents
- 12.3 Connecting or splitting cells
- 12.4 Tips on tables
- 12.5 Exercise
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#### **13 Correct, Translate, Look Up**

- 13.1 Basic knowledge spelling and grammar checker
- 13.2 Checking during text entry
- 13.3 Check entire document
- 13.4 Adjusting the correction behavior
- 13.5 Correcting foreign language texts
- 13.6 Translate text
- 13.7 AutoCorrect
- 13.8 Look up terms and synonyms
- 13.9 Exercise

#### **14 Printing documents**

- 14.1 Using print preview
- 14.2 Adjusting print settings
- 14.3 Exercise

#### **15 Word individualisieren**

- 15.1 Making personal settings
- 15.2 Customizing the Toolbar for Access
- 15.3 Customizing the ribbon
- 15.4 Customizing Other Word Options

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