

Course Overview

Number of Units: 5 Units

Estimated Time: 3-5 weeks, or 9-15 hours

OLCAF Levels: A1.1, A3, B3.2b, D.1, D.2, D.3

Suggested Milestones: 1 or 2, 14, 30 or 31, 54, 55, 56

NOTE: The lessons in this course require a computer (laptop, desktop or Chromebook) to function properly.

Course Description

In this course you will be introduced to the basic features and functions of Microsoft Word 2016. Interactive lessons are divided into 5 units. You'll learn how to open and edit documents, use templates, create lists, insert and format pictures, set margins, add page breaks, insert and work with tables. You'll learn how to use text boxes, headers, footers and page numbers and how to convert documents to PDFs.

Summary of Activities: Interactive Lessons, Quizzes and Assignments.

Each interactive lesson includes 3 sections; "Demonstration" where you are shown how to do a specific task, "You Try" where you are coached in doing that task, and "On Your Own" where you are asked to do the task yourself.

Unit 1: Microsoft Word Basics

At the end of Unit 1 you will be able to open Microsoft Word, find, save, and use documents and templates. You will locate common editing tools and practice making simple edits to your document using these tools.

Unit 2: Editing and Formatting

At the end of Unit 2 you will be able to find common editing commands in Microsoft Word and make basic formatting changes to your document. You will practice formatting text using the font group commands, creating lists and adjusting line spacing to make your document easier to read. You will also learn how to select, cut and paste text and create hyperlinks to web pages and email addresses in a document.

Unit 3: Images and WordArt

At the end of Unit 3 you will be able to add creativity to your documents by inserting and manipulating pictures and WordArt. You will also practice inserting, formatting and grouping shapes to create custom graphics.

Unit 4: Layout, Tables, and Text Boxes

At the end of Unit 4 you will be able to insert tables, text boxes, page breaks and blank pages inside your document. You will practice adjusting document margins and creating custom margins of a document.

Unit 5: Headers, Footers and Saving Documents as a PDF

At the end of Unit 5 you will be able to add headers, footers and page numbers to a document. You will practice the steps required to save your document as a PDF.