

Beginner Word Training: Getting Started with Word Processing

Introduction to Microsoft Word Processing Software

Opening and Exploring a Word Document

Navigating and Becoming Familiar with the Word Interface

Document Navigation Techniques

Displaying Non-Printing Characters

Fundamentals of Typography and Text Entry

Entering and Managing Text

Organizing Paragraphs

Working with Text: Selecting, Copying, and Moving

Techniques for Selecting and Deleting Text

Procedures for Undoing and Redoing Actions

Saving and Creating Documents

Methods for Saving Documents

Creating New Files in Word

Text Formatting Basics

Applying Quick Styles and Themes

Techniques for Enhancing Text

Changing Text Color, Case, Font, and Font Size

Adjusting Paragraph Indents and Alignment

Managing Spacing and Line Spacing

Enhancing Content with Borders and Shading

Methods for Moving and Copying Text

Page Layout and Printing Techniques

Using Zoom and Printing Features

Managing Page Breaks

Inserting and Customizing Headers and Footers

Page Numbering

Creating and Customizing Lists

Bulleted, Numbered, and Multilevel Lists

Managing List Styles and Hanging Indents

Additional Tools and Advanced Word Features

Accessing and Using Word's Built-In Help

Inserting Different Elements into a Document

Finding and Replacing Text and Formatting

Using AutoCorrect

Using the Thesaurus

Proofing and Learning Tools

Introduction to Microsoft Copilot in Word

Overview of Microsoft Copilot in Word

Understanding the Role of AI in Writing

Generating Initial Content from a Prompt

Rewriting and Improving Text

Changing the Tone and Level of Formality

Summarizing a Document

Transforming Content into a List or Table

Reviewing AI-Generated Responses

Privacy Best Practices

Workshop: Creating and Improving a Short Document with Copilot

