

# Microsoft Word



Microsoft Word is one of the most popular and powerful word processing programs on the market.

This course will introduce students to this program and teach students how to use it effectively.

In Level 1, students will learn the basic functions of Word, including entering text, spelling check, changing font, color, and style, copy and paste, cut and paste, numbering and bulleting, alignment, page setup, saving, and printing.

In Level 2, students will learn tables and formulas, inserting files, creating a table of contents, mail merge, writing letters, auto text, background themes, reference, tracking changes, and advanced formatting.