

Word - Creating a simple document

Duration: 1 day

Audience: Pour tous

Who is this training for?

Beginner users of Microsoft Word.

Training objectives

- Design simple documents using the various tools.
- Use writing assistance to increase efficiency when creating documents.

Summary

Are you new to Microsoft Word or want to consolidate your basics? This Word – Simple Document Creation course is ideal for gaining confidence and efficiency from your first documents. Through a hands-on, accessible approach, you'll learn how to design, structure, and format clear, professional documents using Word's essential tools. Through demonstrations and practical exercises, you will quickly develop the right reflexes to work independently.

Course outline

Identify interface elements

- Open and close the Word application
- Identify interface elements
- Familiarize yourself with complementary tabs
- Customize the interface with the Quick Access toolbar
- Start screen, templates, navigation

Create and open documents

- Create a new document
- Open a document
- Switch between documents and manage windows

- Open, Create and save to the cloud

Control how documents are displayed and moved

- Use different display modes
- Change display size and live zoom
- Move the insertion point in a document
- Select, type, and replace text

Format characters and paragraphs

- Format and change character formatting
- Remove formatting
- Format and Change paragraph formatting
- Align paragraphs
- Set paragraph spacing
- Set paragraph line spacing and indents
- Apply tabs
- Apply borders and rasters
- Insert and delete a bulleted or numbered list

Manipulate text

- Show formats
- Style and show style pane
- Reproduce formatting
- Move and copy text
- Use clipboard and multiple selections
- Present text in columns with columns of the same or different widths

Use the tools to help with writing and correction

- Correct spelling and grammar

- Find synonyms
- Find and replace text
- Use autocorrect
- Insert symbols and special characters

Format pages and print a document

- Layout and prepare the document for printing
- Simple numbering of pages
- Print a document

Approach and methodology

- Lectures
- Demonstrations
- Guided and individual exercises

Prerequisites

Windows - User

Recommendations

- Know the basics of text input and formatting (writing, selecting, copy-paste)
- Be comfortable with file management (opening, saving, naming a document correctly)
- Understand the structure of a document (headings, paragraphs, sections)
- Have a logic for organizing content (prioritize information, structure a text clearly)