

### Course Overview

**Number of Units:** 5 Units

**Estimated time:** 3 - 5 weeks or 9 - 15 hours

**OALCF Levels:** A1.2, A2.2, A3, B3.2b, D.1-3

**Suggested Milestones:** 14, 30 or 41, 54 or 55 or 56

### Course Description

This course introduces you to the basic functions of Microsoft Word. You will find out how to create, save, edit, format and print basic documents. You will learn about alignment, indenting, headers, footers, bulleted and numbered lists and tables. In each unit you will complete an activity to show your understanding. You will learn by watching video tutorials.

**Summary of activities:** Video Tutorials, Quizzes and Assignments

### Unit 1

This unit introduces you to the layout of Microsoft Word. You will learn about the basic features and create your first document.

### Unit 2

This unit covers selecting and editing text, inserting text, bolding, underlining, and highlighting. We explore the font ribbon group and introduce a few more features and tools. We also practice using the Copy, Cut and Paste tools and the Clipboard.

### Unit 3

This unit introduces the tools used in the Paragraph group of commands. You will perform activities using alignment and indenting. You will create a bulleted list and numbered list and tables within your Word document. Headers and Footers are introduced, and you will add one to your homework document.

### Unit 4

In this unit you will add text boxes to your documents and learn about inserting pictures and adding Word Art to your work. We will also look at the Header and Footer tools a little bit more.

### Unit 5

In this unit we review printing settings and explore a few printing tips. You will create a document of your choice and send it in for your final assignment.