

Lesson	Lesson Name	Skills*
Part 1: Navigating Word 365		
1.1	Application Basics	<ul style="list-style-type: none"> ■ Create a blank document ■ Close Word ■ Explore Backstage View ■ Identify tabs and groups ■ Change document views
1.2	Managing Files	<ul style="list-style-type: none"> ■ Create a folder
1.3	Creating Your First Document	<ul style="list-style-type: none"> ■ Save a document ■ Use Zoom settings ■ Close a document
1.4	Printing and Saving Documents	<ul style="list-style-type: none"> ■ Print a document ■ Modify print settings ■ Save and export documents in alternative file formats ■ Turn off AutoSave ■ Use Save As
1.5	Sharing Documents	<ul style="list-style-type: none"> ■ Share documents electronically ■ Cut, copy, and paste
1.6	Searching for Text	<ul style="list-style-type: none"> ■ Customize the Quick Access toolbar ■ Use Undo and Redo ■ Use the default tab ■ View the Ruler ■ Search for text ■ Use Search
Part 2: Formatting Basics		
2.1	Formatting Text	<ul style="list-style-type: none"> ■ Apply font formatting ■ Clear formatting
2.2	Enhancing and Formatting Text	<ul style="list-style-type: none"> ■ Apply font formatting ■ Insert symbols and special characters
2.3	Using Text Effects and AutoCorrect	<ul style="list-style-type: none"> ■ Apply font formatting ■ Apply formatting by using Format Painter ■ Apply text effects ■ Show and hide formatting symbols and hidden text ■ Replace text by using AutoCorrect ■ Remove a word from AutoCorrect
2.4	Changing Line Spacing	<ul style="list-style-type: none"> ■ Set line and paragraph spacing and indentation
2.5	Applying Text Alignment	<ul style="list-style-type: none"> ■ Align text ■ Use a soft return ■ Apply borders
2.6	Using Find and Replace	<ul style="list-style-type: none"> ■ Find and replace text ■ Find and replace text formatting ■ Use the Editor ■ Use the Thesaurus ■ Use Word and Character Count
2.7	Applying Text Styles	<ul style="list-style-type: none"> ■ Create and save a style ■ Apply built-in character and paragraph styles ■ Use hyperlinks ■ Apply style sets
Part 3: Working with Lists		
3.1	Creating Bulleted and Numbered Lists	<ul style="list-style-type: none"> ■ Format paragraphs as numbered and bulleted lists
3.2	Customizing Bulleted Lists	<ul style="list-style-type: none"> ■ Change bullet characters and number formats ■ Increase and decrease list levels ■ Define custom bullet characters and number formats ■ Start, restart, and continue list numbering
3.3	Working with Numbered Lists	<ul style="list-style-type: none"> ■ Define custom bullet characters and number formats ■ Start, restart, and continue list numbering ■ Change bullet characters and number formats
3.4	Sorting Paragraph Text	<ul style="list-style-type: none"> ■ Shade background of text ■ Sort paragraph text

Lesson	Lesson Name	Skills*
Part 4: Working with Tables		
4.1	Using Table Basics	<ul style="list-style-type: none"> ■ Create tables by specifying rows and columns ■ Resize tables, rows, and columns ■ Change cell alignment
4.2	Working with Rows, Columns, and Cells	<ul style="list-style-type: none"> ■ Insert and delete rows, columns, and cells ■ Merge and split cells
4.3	Formatting Tables	<ul style="list-style-type: none"> ■ Resize tables, rows, and columns ■ Apply table borders ■ Configure cell margins and spacing ■ Apply table shading
4.4	Enhancing Tables with Styles	<ul style="list-style-type: none"> ■ Apply and modify table styles
4.5	Sorting Table Data	<ul style="list-style-type: none"> ■ Sort table data ■ Change text direction in a table
4.6	Modifying a Table	<ul style="list-style-type: none"> ■ Split tables ■ Configure a repeating row header
4.7	Translating Content into Different Languages	<ul style="list-style-type: none"> ■ Translate text ■ Apply table style options ■ Use AutoFit to resize tables (but we have resize)
4.8	Converting Text to Tables	<ul style="list-style-type: none"> ■ Convert tables to text
Part 5: Working with Columns and Page Setup		
5.1	Formatting Text into Columns	<ul style="list-style-type: none"> ■ Set up document pages ■ Format text in multiple columns
5.2	Using Column Breaks	<ul style="list-style-type: none"> ■ Set up document pages ■ Insert page, section, and column breaks
5.3	Enhancing Page Appearance	<ul style="list-style-type: none"> ■ Vertically center a table on a page ■ Set up document pages ■ Insert page, section, and column breaks ■ Change page setup options for a section
5.4	Adding a Cover Page	<ul style="list-style-type: none"> ■ Insert a cover page ■ Configure page background elements
Part 6: Working with Columns and Page Setup		
6.1	Using Headers and Footers	<ul style="list-style-type: none"> ■ Insert and modify headers and footers
6.2	Formatting Headers and Footers	<ul style="list-style-type: none"> ■ Insert and modify headers and footers ■ Insert page, section, and column breaks
6.3	Advanced Headers and Footers	<ul style="list-style-type: none"> ■ Insert and modify headers and footers
6.4	Working with Bookmarks	<ul style="list-style-type: none"> ■ Link to locations within documents ■ Move to specific locations and objects in documents
6.5	Working with Tables of Contents	<ul style="list-style-type: none"> ■ Insert tables of contents ■ Update a table of contents ■ Move to specific locations and objects in documents ■ Customize tables of contents
6.6	Working with Citations	<ul style="list-style-type: none"> ■ Create and modify bibliography citation sources ■ Insert citations for bibliographies ■ Insert bibliographies
6.7	Working with Footnotes and Endnotes	<ul style="list-style-type: none"> ■ Insert footnotes and endnotes ■ Modify footnote and endnote properties

Lesson	Lesson Name	Skills*
Part 7: Working with Objects		
7.1	Inserting and Positioning Pictures	■ Insert pictures ■ Format graphic elements ■ Position objects ■ Wrap text around objects
7.2	Formatting Picture Styles	■ Apply picture effects and picture styles ■ Format graphic elements
7.3	Using Shapes	■ Insert shapes ■ Position objects ■ Add and modify SmartArt graphic content ■ Insert SmartArt graphics ■ Format SmartArt graphics
7.4	Workign with Graphic Elements	■ Insert icons ■ Position objects ■ Insert text boxes ■ Use WordArt
7.5	Inserting an Online Video	■ Format graphic elements ■ Insert an online video
7.6	Inserting a Screenshot	■ Insert screenshots and screen clippings
7.7	Enhancing Pictures	■ Apply artistic effects ■ Remove picture backgrounds
7.8	Working with Accessibility and Compatability Issues	■ Locate and correct accessibility issues ■ Add alternative text to objects
7.9	Modifying Built-in Document Properties	■ Modify built-in document properties ■ Locate and remove hidden properties and personal information
7.10	Working with 3D Models	■ Insert 3D models ■ Format 3D models
7.11	Formatting SmartArt Graphics	■ Add and modify text in shapes ■ Add and modify text in text boxes ■ Add and modify SmartArt graphic content
Part 8: Collaborating in Word		
8.1	Managing Track Changes	■ Track changes ■ Review tracked changes ■ Accept and reject tracked changes ■ Lock and unlock change tracking
8.2	Working with Comments	■ Add comments ■ Review and reply to comments ■ Resolve comments ■ Delete comments

Skills*

- Microsoft Office Specialist Associate Certification Skill
- Microsoft Word Foundational Skill