

Ref: En_EB21-605

Word 2021

Mastering the essentials

Aim

Discover Word, master text input, formatting and layout. Add tables, images or charts to your documents. You will also be able to conceive and create direct mail campaigns.

Target audience	Level	Estimated time to complete the essential modules
Any beginners or users with basic knowledge who wish to master Word's essential commands.	No knowledge of Word is necessary. The user just needs to be acquainted with using the keyboard and mouse.	12h

Course content

► The essential modules

Word 2021 – Level 1: Essential skills



MEDIPlus
eLearning

This module offers interactive training consisting of 55 training videos, 55 exercises and 6 additional resources.

Get started in Word

- You need to know: About your word processor
- Opening a document
- Overview of the environment
- Moving around in a document
- Nonprinting characters
- You need to know: Text made easy
- Text input
- Managing paragraphs
- You need to know: Selecting, copying and moving
- Selecting and deleting text
- Undoing, redoing, repeating an action
- You need to know: Saving files
- Saving a document
- Creating a new document

Apply basic text formatting

- You need to know: Formatting characters
- Quick style
- Theme
- Character formatting
- Character colour
- Character case
- Character font and size

Arrange paragraphs on the page

- Paragraph indents
- Paragraph alignment
- Paragraph spacing
- Line Spacing
- Borders and shading
- Moving text
- Copying text

Page layout, pagination and printing

- Page layout
- Display zoom
- Printing
- Page breaks
- You need to know: Headers and footers
- Headers and footers
- Page numbering

Managing tabs and lists

- Setting a tab stop
- Tab stops with a leader line
- Managing tab stops
- Numbered and bulleted lists
- Customised bulleted list
- Customised numbered list
- List levels
- List styles
- Line breaks
- Hanging indents

Learn some new skills

- Using Word's Help
- Inserting a document, a cover page or a blank page
- Hyphenation
- Nonbreaking space or hyphen
- Inserting special characters
- Character spacing and position
- Finding text or formatting
- Replacing text or formatting
- Copying formats
- The Immersive Reader
- Proofing the document
- Managing a custom dictionary
- AutoCorrect settings
- Finding synonyms
- Search and translation
- Views and windows

Word 2021 – Level 2: Intermediate skills



MEDIAplus
eLearning

This module offers interactive training consisting of 41 training videos, 41 exercises and 1 additional resource.

Avoid repetitive typing

- Creating an AutoText
- Using an AutoText
- Managing AutoTexts
- System date and time

Create a table

- Creating a table
- Text input and moving around in a table
- Selecting and inserting rows and columns
- Deleting rows and columns
- Table styles
- Formatting cells
- Row height and column width
- Cell and table alignment
- Merging or splitting a table's cells
- Converting text to table or table to text
- Sorting a table, a list or paragraphs
- Calculations in a table

Add graphic objects to your texts

- Drawing an object
- Managing drawing objects: sizing, rotating, adjusting
- Managing drawing objects: moving and copying
- Formatting a drawing object
- Text in a drawing object or WordArt
- Formatting text in an object or WordArt
- Inserting a picture
- Managing a picture
- Positioning and wrapping a picture
- Captions and table of illustrations
- Document background
- Charts
- Inserting objects from other applications
- Diagrams

Make letters - or mailshots - simple

- Creating envelopes or address labels
- You need to know: Mail merge
- Associating a list of recipients with a mail merge document
- Inserting mail merge fields
- Running a mail merge
- Editing the recipients
- Adding and deleting recipients
- Sorting a list of recipients
- Selecting the records to print
- Conditional text in a mail merge
- Preparing labels via the mail merge
- Fields for variable data

► Complementary material**Word 2021– Reference book**

Online book

This module includes digital course material.

Word 2021 – Level 3: Advanced skillsMEDIPlus
eLearning

This module offers interactive training consisting of 45 training videos, 45 exercises and 4 additional resources.