

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

Any beginners or users with basic knowledge who wish to master Word's essential commands.

### Level

No knowledge of Word is necessary. The user just needs to be acquainted with using the keyboard and mouse.

### Estimated time to complete the essential modules

12h22

## Course content

### ► The essential modules

#### Word 2021 – Level 1: Essential skills



MEDIAplus  
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 skills**MEDIApus  
eLearning

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