

# MS WORD 365 2021

## PART 1: INTRODUCTION

These days, most people take electronic word processing for granted. While we may still write out our grocery lists with pen and paper, we expect to use a computer to create the majority of our documents. It's impossible to avoid word-processing software in many areas of the business world. Managers, lawyers, clerks, reporters, and editors rely on this software to do their jobs. Whether you are an executive secretary or a website designer, you'll need to know the ins and outs of electronic word processing.

Microsoft Word 2021 is designed to help you move smoothly through the task of creating professional-looking documents. Its rich features and powerful tools can make your work easy, and even fun. In this course, you'll learn how to use Word 2021 to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents.

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### GETTING STARTED WITH WORD 2021

- Navigate in Microsoft Word
- Create and Save Word Documents
- Manage Your Workspace
- Edit Documents
- Preview and Print Documents
- Customize the Word Environment

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### FORMATTING TEXT AND PARAGRAPHS

- Apply Character Formatting
- Control Paragraph Layout
- Align Text Using Tabs
- Display Text in Bulleted or Numbered Lists
- Apply Borders and Shading

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### WORKING MORE EFFICIENTLY

- Make Repetitive Edits
- Apply Repetitive Formatting
- Use Styles to Streamline Repetitive Formatting Tasks

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### MANAGING LISTS

- Sort a List
- Format a List

#### ADDING TABLES

- Insert Table
  - Modify Table
  - Format Table
  - Convert Text to a Table
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#### INSERT GRAPHIC OBJECTS

- Insert Symbols and Special Characters
  - Add Images to a Document
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#### CONTROLLING PAGE APPEARANCE

- Apply a Page Border and Color
  - Add Headers and Footers
  - Control Page Layout
  - Add a Watermark
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#### PREPARING TO PUBLISH A DOCUMENT

- Check Spelling, Grammar, and Readability
- Use Research Tools
- Check Accessibility
- Save Documents to Other Formats