

Microsoft Word Foundation

BENEFIT:

This course is designed for attendees who wish to gain a basic understanding of Microsoft Word. It will benefit new users who wish to create simple, yet professional looking documents.

OBJECTIVES:

On completion of this course, attendees will be able to create documents as well as insert, edit, format and proof read text. Attendees will also be able to prepare their documents for printing and save files efficiently for later use.

PRE-REQUISITES:

Attendees do not need any previous experience of Word but must have a basic understanding of PC's, including familiarity with a keyboard and mouse.

COURSE OUTLINE:

- The Word Screen
- The Word interface

Creating Basic Documents

- Inserting, editing and deleting text
- Changing case
- Using undo / redo
- Saving, closing and opening
- Document navigation
- Selection techniques

Proofing Tools

- Checking spelling and grammar
- Find and replace

Formatting

- Applying bold / italics / underline
- Changing font size and colour
- Highlighting text

Document views

- Use of different views
- Zoom control

Aligning paragraphs

- Applying bullets and numbering
- Applying borders and shading
- Creating basic Tabs
- Paragraph Formatting
- Line and paragraph spacing
- Indenting paragraphs

Move and Copy

- Using cut, copy and paste
- Moving and copying between documents
- Copy formatting using the format painter

Layout options

- Inserting page numbering
- Inserting page breaks

Printing options

- Changing page margins and page orientation
- Printing your chosen amount of text

LEARNING APPROACH: Class based/practical

LENGTH OF PROGRAMME: 6 Hours