



Microsoft Word - Introduction

1 Day

COURSE OVERVIEW

As a new user, with little or no experience of Word, the topics covered on this course will empower you with the skills required to design and produce basic documents.

TARGET AUDIENCE

It is assumed only that you have a basic knowledge and understanding of the Windows Environment.

COURSE CONTENT

Introducing Word

An Overview of the Benefits, a Tour of the Screen.

Document Basics

Typing and Editing Text, Selecting, Deleting, Resorting, Characteristics such as Bold and Underline, Changing Fonts and Print sizes, getting Help.

Saving & Retrieving

Securing your Work, Saving and Retrieving Files, Automatically Saving Documents, Organising Work directories, Removing Unwanted Documents

Laying Out Text

Using the Ruler for Margins, Tabs and Indents, Aligning Text.

Laying Out Pages

Page Numbering, Headers and Footers, Using Document Templates.

Proofing

Using the Spellcheck and Thesaurus to Proof Documents.

Printing

Previewing Work before Printing, Changing the Page Set-up, Selecting and Printing Documents.

Table Basics

Additional Topics will be covered as required if and when you are comfortable with the core elements of the course, these include:

Using Graphic Boxes, Grammar Checking, Searching and Replacing Text, Customising Toolbars, Creating Document Templates.