

Microsoft Word – Introduction

Duration 1 day

Pre Requisites

Delegates should first attend the Windows Introductory course or have attained a similar level of expertise.

Objectives

By the end of this one day course delegates will feel confident in their ability to create and manipulate documents and produce printed reports. The course assumes no previous knowledge of Word, however, keyboard skills would be an advantage.

Versions Available

97
2000
XP
2003

Further Learning

Word Intermediate
Excellence in Presenting Data

Course Content

- **Introduction**
 - Starting Word for Windows
 - Parts of the Screen
 - The Office Assistant
 - Cursor Movement and Quick keys
 - Quitting from Word
- **Basic Skills**
 - Creating a new document
 - The insertion pointer
 - Selecting text
 - Insert and Overtyping
 - Deleting Text
 - Undo and Redo
 - Repeating a command
 - Go To
 - Opening Closing and Saving a Document
- **Formatting the Document**
 - The Context Sensitive Menu
 - Changing Font Settings
 - Paragraph formatting
 - Changing Case
 - Using the Format Painter
 - Show/Hide Returns
 - Borders
 - Page Breaks and Section breaks
 - Drag and Drop
 - Cut, Copy and Paste
 - The Office Clipboard
- **Printing**
 - Print preview
 - Changing the Margins in Print preview
 - Choosing What to Print
 - Printing Landscape
 - Using Print Zoom
 - Printing an Envelope
 - Printing Labels
 - Printing Multiple Documents
- **Tabs and Indents**
 - Setting tabs
 - Indenting
 - Bullet Points and Numbered Lists
 - Inserting Special Characters
- **Proofing a Document**
 - Changing the Document View
 - Viewing Multiple Documents
 - Creating a New Window
 - Find and Replace
 - Spell and Grammar Checking a Document
 - Thesaurus
 - Word Count
 - AutoCorrect

Viewing a List of Open Documents
Version Compatibility E-Mail a Document
Document Recovery
File Search
Smart Tags