

MICROSOFT WORD - INTRODUCTORY

COURSE LISTING

This 1 day course is a comprehensive fast paced introduction to Word and covers all the features needed to layout standard business documents in a professional way.

Duration: 1 Day

The Window

- The Ribbon and Dialog Boxes
- Changing Views
- Getting Help

Creating a Document

- Entering Text
- Proofing Tools
- Saving a Document
- Closing a Document
- Opening a Document
- Exiting Word

Editing a Document

- Moving around the document
- Selecting Text
- Inserting/Deleting/Moving/Copying Text
- Using the Clipboard
- Cut, Copy & Paste
- Working with Multiple Documents
- Copying & moving text between documents
- Undo/Redo

Proofing & Editing Tools

- Spelling & Grammar Checker
- Thesaurus
- AutoCorrect
- AutoText
- AutoComplete
- Find & Replace

Font Formatting

- Applying Font Formats
- Removing Font Formats
- Using Control Keys
- Format Painter

Paragraph Formatting

- Applying Paragraph Formats
- Removing Paragraph Formats
- Using Control Keys
- Borders and Shading
- Paragraph Numbering & Bullets

Paragraph Indenting & Tabulation

- Automatic Paragraph Numbering
- Restarting Numbering
- Ruler Indent Markers
- Setting a Hanging Indent
- Removing a Hanging Indent
- Setting Tabs

Print & Print Preview

- The Print Command
- Print Preview
- Adjusting Margins in Print Preview

Templates

- Using a Template

Tabs and Tables

- Using Tabs & Tables to line up text
- Creating a table & table designs
- Moving around & selecting in a table
- Merging & Splitting cells
- Decimal aligning numbers in a table
- Working with borders and shading

Introduction to Styles

- What are Styles
- Applying a Style
- Changing the Style set