

Microsoft Word Introduction

2002 / 2003 / 2007

Duration: 1 Day

Who Should Attend / Target Audience

This course has been developed for people wanting to learn the fundamentals of MS Word to create professional correspondence and documents.

Prerequisites

Participants will need to be familiar with Microsoft Windows and basic Windows techniques such as opening, closing and saving files.

Learning Outcomes

- Open, create, save and edit Word Documents
- Spell check, print preview and print a document
- Use a range of automatic features in Word
- Format text, paragraphs and borders and shading
- Create and draw tables in a document
- Refer to the Office Assistant for help in Word

Course Content

Version: 18/12/09

Starting Word

The Screen

Opening a Document

Opening a Second Document
Viewing Open Documents
Using the Taskbar

Closing a Document

Shortcuts & The Recent File List

Moving Around

Mouse & Keyboard Techniques
Go To

Creating a Letter

Click and Type
Inserting a Date & Typing The Letter

Saving a Document

The Places Bar

Spelling and Grammar

Spelling Options
Deleting a Word
Grammar
Correcting as you Type

Personalised Menus

Menu Elements
Changing Menu Options

Printing a Document

Print Preview
Zoom Icon
Printing & Printing Multiple Pages

Formatting Text

Selecting Text
Character & Font Formatting
Text Animation
Scaling Characters
Character Spacing and Kerning
Changing Case
Correcting Text as you type

Auto Correct

Using Predefined Entries
Creating an AutoCorrect Entry
Exceptions
Initial Caps
Deleting AutoCorrect & Exceptions

Paragraph Formats

Alignment
Indents
Using the Ruler for Indents
Numbered Lists & Numbering Type
Customising a Numbered List
Numbering Spacing
Bullets & Bullet Types
Bullet Spacing

Borders and Shading

The Table and Borders Toolbar
A Custom Border
Removing a Border
A Shadow Border
Shading
Text Borders
Page Borders & Page BorderArt

Copying and Moving Text

Copy and Move Text
Dragging Text
Collect and Paste
The Clipboard Toolbar
Clearing the Clipboard & Options

Tables

Inserting a Table
The Completed Table
Centring the Heading
Formulas
Formatting the Table
Changing Column Widths & Row Heights
Inserting a Column
Text Direction & Alignment
Inserting a Row
Splitting Cells
Deleting Rows and Columns
AutoFormat
Table Borders
Deleting a Table

Drawing a Table

Using the Eraser
Moving and Sizing a Table

Automatic Formatting

Ordinals and Fractions
Automatic Formats, Bullets, Numbers
Automatic Tables

The Office Assistant

Next Level Course: Microsoft Word Intermediate

Availability: In House Closed Group Public