MICROSOFT WORD
INTRODUCTION

Learn the fundamentals of Word and create professional correspondence and documents.

ODYSSEY TRAINING™

By **SGS**

W | **1 DAY**

Prerequisites

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

Expected outcomes

- Create, edit and save Word documents
- Spell check, print preview and print a document
- Use a range of automatic features
- Format text, paragraphs and page layout
- Create and format tables
- Insert pictures, symbols and links into a document
- Save and open online files if using Office 365 and Word

Overview

- Navigation shortcuts
- Selection shortcuts
- Work with multiple documents
- Spell check and grammar
- Document printing

Formatting

- Text and character formatting
- Case convert
- Paragraph formatting
- Line spacing
- Paragraph spacing
- Bullets and numbering
- Paragraph borders and shading
- Using a built in style
- Format painter

Copy and paste

- Drag and drop move
- Clipboard collect and paste
- Copy and paste between documents

Document formatting

- Page margins
- Page size and orientation
- Page breaks
- Page borders

Automatic features

- AutoCorrect
- Create and use AutoText
- AutoFormat as you type

Tables

- Insert table
- Add and delete rows and columns
- Adjust row and column width and height
- Merge and split cells
- Text direction and alignment
- Borders and shading
- Table Styles
- Delete a table
- Table positioning

Adding symbols and hyperlinks

- Insert symbols
- Insert and edit links

Find and replace

- Find options
- Find all occurrences
- Replace text
- Find and replace non printing characters

Pictures

- Insert an image
- Resize an image
- Wrap text around an image
- Move an image

Working with Online Files

- Working with online files
- Saving to OneDrive
- Opening documents in a browser

Please note that content and terminology may vary slightly between different software versions. We offer training in all of the latest software versions.

Who should attend

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

Practical, relevant training developed for the Australian workplace.

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