

MICROSOFT WORD INTRODUCTION

Learn the fundamentals of Word and 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.

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, page layout and borders and shading.
- Create tables in a document
- Insert pictures, symbols and hyperlinks into a document.

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 and 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 hyperlinks

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

Document views

- draft view
- print and reading layout

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.