

Course Overview



Microsoft WORD

1 Day Course Introduction

Course Description

This course is designed for those people who want to unlock the mysteries of Word. You'll learn how to create and save a Word document, use shortcuts to create and navigate a multiple page document, use graphics and tables to enhance your documents and how to present printed information professionally.

Course Objectives

Upon completion of this course, you will be able to:

- Create, save and retrieve a Word document
- Navigate easily and quickly around your document
- Apply formatting to text and paragraphs to enhance the appearance and readability of your work
- Create and manipulate tables
- Apply borders and shading to tables and paragraphs
- Use bullets and numbering to organise sections of your work
- Use Words Auto features to proof your work and speed up production
- Automate your work by creating and using simple macros

Course contents

Getting started with Word

- Creating and saving a new document using a built in template
- Creating and saving a new blank document
- Retrieving a previously saved document

Working with tables

- Creating a table using the tables and borders toolbar
- Formatting the tables borders and shading
- Manipulating cells within a table
- Using Table AutoFormat

Entering and editing text

- Entering text and changing its alignment
- Using the cut, copy and paste features
- Using various methods for navigating a document
- Inserting and deleting page breaks

Using bullets and numbering

- Creating a bulleted list
- Creating a numbered list
- Using Multi-level numbering
- Changing the style of bullets and numbering

Using text formatting

- Using various methods for selecting text
- Formatting text using the Format font dialogue box
- Formatting text using the formatting toolbar
- Using format painter

Using AutoFeatures

- Using and editing AutoCorrect
- Using Spell Checker and Thesaurus
- Using AutoText and AutoComplete
- Creating a simple template
- Creating a simple macro

Using paragraph formatting

- Formatting using the Format paragraph dialogue box
- Formatting paragraphs using the ruler
- Creating and using tabs

Proofing and printing information

- Using the Page Set-up dialogue box
- Using Print Preview
- Printing your work

Who should attend?

All you need to be able to do to get the best of this course is to have a basic knowledge of computing, the use of the mouse and a little knowledge of Windows [®].