



Microsoft Word Getting Started with Word

Participants on this Microsoft Word – Getting Started with Word half day course will gain insights into the fundamental elements of Word to be up and running quickly without having to be away from the office for a full day.

The course assumes no prior knowledge of Word, however, people with limited exposure to the software and those who are currently editing documents created by others will also benefit from attending this course.

Course Details

Skill Level: **Beginner**

Duration: **Half Day**

Class Size: **10 students** (max)

Course Content

Word Orientation

- Exploring the Word Interface
- Using the Ribbon
- Changing Document Views

Creating Documents

- Creating Blank Documents
- Using Templates

Printing

- Using Print Preview
- Working with Print Settings
- Page Setup

Editing Documents

- Opening Documents
- Selecting Text
- Using Cut, Copy and Paste
- Undo and Redo

Formatting Documents

- Understanding Formatting
- Character Formatting
- Paragraph Formatting
- The Format Painter



I really appreciated the hints and tips in addition to the content of the course.

The information was presented to me as it would relate to my role as an instructional designer.

D. Woolard