



# Microsoft Word Introduction

Participants on this Microsoft Word Introduction 1 day course will gain an understanding of the fundamental principles of Word, including creating business documents from templates, editing and formatting documents for printing. You will be given a solid foundation of skills upon which to build.

The course assumes no prior knowledge of Word, however, people with limited exposure to the software and those who are self-taught will also benefit from attending this course.

## Course Details

Skill Level:	<b>Beginner</b>
Duration:	<b>One Day</b>
Time:	<b>9:00am – 4:00pm</b> (approx)
Class Size:	<b>6 students</b> (at Keystroke) <b>10 students</b> (Your Office)

## Course Content

### Word Orientation

- Exploring the Word Interface
- Finding and using Commands
- Using the Ribbon
- Moving around the Document
- Changing Document Views

### Editing Documents

- Opening Documents
- Selecting Text
- Inserting and Deleting Text
- Understanding Smart Tags
- Using Cut, Copy and Paste
- Working with Page Breaks
- Using Find and Replace
- Undo and Redo

### Creating Documents

- Creating Blank Documents
- Using Templates
- Save vs Save As

### Formatting Documents

- Understanding Formatting
- Using the Ribbon
- Character Formatting
- Paragraph Formatting
- Using Dialog Boxes
- The Format Painter
- Using F4
- Page Formatting

### Working with Tables

- Using Tables
- Creating Tables
- Adding Content to Tables
- Adding Rows and Columns
- Resizing Tables
- Adding and Removing Borders

### Using Proofing Tools

- Using the Spelling and Grammar Checker
- Automatic Spell Checking
- Using the Thesaurus
- Using Autocorrect
- Setting Autocorrect Options
- Creating Autocorrect Entries

### Printing

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

**“ Mark, thank you so much for the information and practical instruction provided today. I have been shown all the tips, tricks and attributes in that have eluded me when I was busy working on troublesome Word documents.**

**I intend to put the information given today into practice.**

J. Delmenico