



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

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|--------------|--|
| Skill Level: | Beginner |
| Duration: | One Day |
| Time: | 9:00am – 4:00pm (approx) |
| Class Size: | 6 students (at Keystroke) 10 students (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