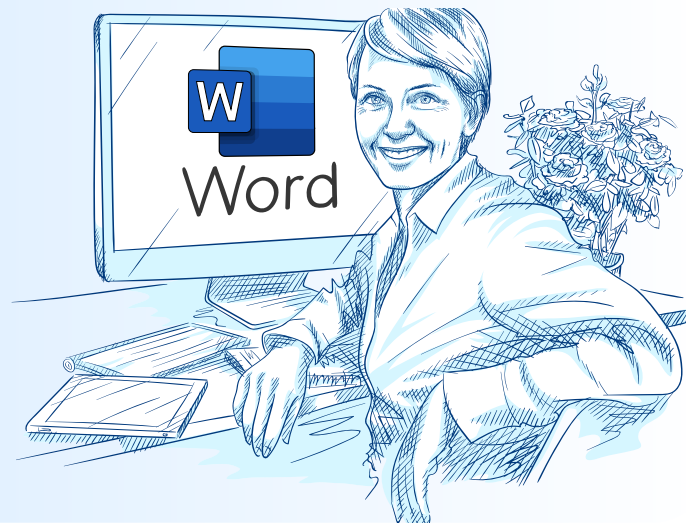


Microsoft Word Introduction


Ever found yourself struggling with formatting to make documents look professional? This Word course transforms typing novices into confident document designers.

Whether you're new to Word or self taught, you'll master document creation, formatting, and powerful proofing tools to create professional-quality documents with ease.




What You'll Get With This Course

 **Live Instructor-Led Training**
Highly experienced and approachable trainers

 **Comprehensive Materials**
PDF manual and training files included!

 **eCertificate of Completion**
Proudly recognise your achievement

 **Lifetime Support**
Expert help, always within reach

Skill Level: Beginner

Duration: 1 Day

Time: 9:00am – 4:00pm

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