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TRAINING

## Beginners Microsoft Word

**Duration:** 1 day

**Prerequisites**

No prior knowledge of Word is required

This is an introductory Microsoft Word training course that will provide you with a working understanding of the basic features of MS Word.

Microsoft Word is a very powerful word processing application designed to save you time and make creating letters, CVs, reports and other documents easy.

### Course Content

#### Introduction to Word

- Using the Ribbon
- Quick Access Toolbar
- Shortcut Menus
- Opening and Saving Documents
- Creating a New Document
- Using Help

#### Basic Editing

- Viewing the Ruler
- Moving around a Document
- Inserting & Deleting Text
- Word Wrap
- Overtyping
- Undo and Redo

#### Formatting

- Methods of Highlighting Text
- Changing Font & Font Size
- Applying Bold Italics & Underline
- Font Colour
- Text Alignment
- Changing Case

#### More Editing Features

- Cut, Copy & Paste
- Using the Clipboard
- Paste Options
- Zooming
- Views of a Document
- Find and Replace
- Spell Checker
- AutoCorrect
- Format Painter

continued...



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**Beginners Access:** 1 day

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## Beginners Microsoft Word (continued)

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### Paragraph Formatting

- What is a Paragraph?
- Selecting a Paragraph
- Using Indents
- Line Spacing
- Inserting Page Breaks

### Working with Pages

- Inserting Page Breaks
- Inserting Page Number
- Simple Headers and Footers
- Inserting Cover Pages

### Bullets and Numbering

- Creating a Bulleted list
- Creating a Numbered list

### Tables

- Creating a Table
- Moving around the Table
- Selecting Cells within a Table
- Inserting/Deleting Rows and Columns
- Altering Column Widths
- Adjusting Row Heights
- Borders and Shading

### Page Set Up and Printing

- Setting Margins
- Page Size and Orientation
- Printing
- Print Previewing



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