

MS Word Beginners

Private or in-
company only

Duration: 1 Day

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

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

Introduction to Word

- Starting Word
- Shortcut Menus
- Saving a Document
- Creating a New Document
- Ask for help using the Office Assistant

Basic Editing

- Cursors
- Cursor Movement
- Inserting Text
- Word Wrap
- Deleting Characters
- Undo and Redo

Formatting

- Selecting Text
- Applying a Font
- Font Size
- Font Attributes
- Font Colour
- Text Alignment

Moving and Copying

More Editing Features

- Zooming
- Views of a Document
- Find and Replace
- Spell Checker
- AutoCorrect
- Case Conversion
- Format Painter

Paragraph Formatting

- What is a Paragraph?
- Selecting a Paragraph
- Indents
- Units of Measure
- Line Spacing

Tables

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

Bullets and Numbering

- Creating a Bulleted list
- Creating a Numbered list

Page Set Up and Printing

- Pagination
- Setting Margins
- Page Size and Orientation
- Automatic Page Numbering
- Printing
- Print Previewing

Prerequisites:

- Delegates should have reasonable general PC skills.
- No prior knowledge of Word is required.