



Microsoft Word Introduction

Getting Started

- Understanding the Interface
- Navigating the software
- Set up the Quick Access Toolbar
- Turn on the Ruler

Creating documents

- Create new documents from scratch
- Create new documents from a template
- Save documents
- Updating existing documents

Amending documents

- Enter and amend text
- Format text
- Format paragraphs
- Use the Spelling and grammar check
- Understand and use autocorrect
- Use keyboard and mouse shortcuts

Working with documents

- Apply and format bullets and numbering
- Move and copy text within a document

Working with Tabs and Tables

- Set and used tabs to create columns
- Adjust tabs
- Create tables
- Adjust table layout and design

Working with larger Word document

- Change margins and orientation
- Insert headers and footers
- Insert page breaks
- Use Print preview and adjust the print options

Our one day training course is for users who have little or no knowledge of the application. This course provides you with a working understanding of the basic features. At the end of your training course you will have a good working knowledge of Microsoft Word basics. You will feel more confident using Microsoft Word and be able to create a document from scratch.

