

Professional Delivery – Printed Workbooks – Step-by-step Reference Guide – Certificates – After Course Support

Aim: This 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 the computer 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.

Course Objectives

- **Create, open and save documents**
- **Enter and amend text**
- **Format text**
- **Format paragraphs**
- **Use the Spelling and grammar check**
- **Understand and use autocorrect**
- **Use keyboard and mouse shortcuts**
- **Apply and format bullets and numbering**
- **Move and copy text within a document**
- **Set and used tabs**
- **Design tables and adjust table layout**
- **Use Word templates**
- **Change margins and orientation**
- **Insert headers and footers**
- **Insert page breaks**
- **Use Print preview and adjust the print options**

Explanation / Example

Create a document from scratch. Save and open documents in filing system.

Type text in a Word document and make amendments using quick shortcuts

Change font formats such as font face, font size, font colour

Apply paragraph formats such as alignment, line spacing

Check for the correct spelling and grammar within a document

Identify the automatic correction feature within Word and add your own to it

Many useful shortcuts shown to select text and move around the document

Create bulleted lists and numbered lists

Move and copy information from one location to another in the document

Set tabs on the page for columns of information

Create tables for tidy presentation of information – includes table formatting

Identify and use the many templates offered by Microsoft Word

Change where the text begins on the page and the page layout

Assign text to the top and bottom of every page e.g. date, page numbers

Push information down to the start of the next page

Look at the document before printing and identify the printing options e.g. how many copies to print