



## 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
- Use Dictate
- Create new documents from a template
- Save documents

### Amending & working with Documents

- Shortcuts for navigating documents
- Shortcuts for selecting text
- Make amendments
- Move and copy text
- Use the Editor
- Understand Autocorrect
- Use the Editor
- Understand and use autocorrect
- Use keyboard and mouse shortcuts

### Enhancing Documents

- Format Text
- Format Paragraphs
- Apply Bullets and Bullet Styles
- Apply Numbering and Number Styles

### Working with Tabs and Tables

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

### Accessibility and Focus

- Using Immersive Reader features
- Apply Focus

### Working with larger Word Documents

- Change page orientation
- Adjust page margins
- Change the paper size
- Insert headers and footers
- Insert page breaks

### Printing and Export

- Use Print preview
- Adjust the print options
- Export to PDF

This one-day introductory course is ideal for anyone new to Microsoft Word. You'll quickly gain a solid understanding of the essential features, build confidence and learn to create professional documents from scratch. Perfect for getting started with Word's core tools and capabilities.

