Microsoft Word - Fundamentals

Course Aim

Word Basic introduces users to text-oriented document creation.

Participants will learn how to create, save, edit, format and print documents such as letters, memos and faxes.

Learn how to use Tables and Tabs to arrange text in columns and rows.

Learn about the various picture types and how to insert them into a Word document.

Learn how to Check Spelling and Find and Replace text.

Course Prerequisites

Previous experience using applications on a PC or Macintosh is a preferred but not a required prerequisite for this course.

Course Duration:

One day: 9:00am - 4:30pm

Inclusions:

Each participant will receive a comprehensive course manual. Exercise files are available to download from our web site.

What to Bring:

- Note pad & Pen.
- Examples of work from the office.
- Participants are encouraged to bring along a USB flash drive if they want copies of the work done during class.

Course Topics:

Getting Started
- The Word environment
- Create new documents
- Page Setup
- Entering Text
- Document Views
- Save, Close and Open files

Editing Documents
- Selecting Text
- Using Undo and Redo
- Moving and Copying text
- Show / Hide Invisible characters
- Editing Keyboard shortcuts

Formatting
- Using the Format Toolbar & formatting Dialog Boxes
- Format Characters and Paragraphs
- Format Painter
- Formatting Keyboard shortcuts

Graphics
- Searching for, and Inserting Clip Art
- Inserting Pictures from files

Tabs
- Setting & Removing Tabs
  - Tabs dialog box
  - Tabs on the Ruler
- Tab Types

Tables
- Inserting Tables
- Entering text into a Table
- Inserting & Deleting Rows and Columns
- Table Borders and Backgrounds
- Converting Tabs to Tables

Proofing Documents
- Check Spelling & using Thesaurus
- Find & Replace text

Printing
- Print Preview
- Print Dialog Box
- General Printing Guidelines