



Microsoft Office Word The Basics Course Outline



Course aims:

This course covers the basics of word processing and gets delegates to the point where they can create and handle reasonably sized documents.

Pre-requisites:

Delegates should have an understanding of the Windows operating system

Who should attend:

New Users will learn the basics of creating, editing, and saving documents. They will learn to use Online Help, modify and enhance documents using simple formatting techniques. This course is also useful for those who are self taught as you will learn lots and lots of shortcuts.

Duration: 1 day

Creating and editing documents	Starting Word, identifying components of the Word screen, using toolbars, displaying and hiding the office assistant, creating and opening documents, moving the insertion point, using the go to command, closing documents and exit Word
Working with text	Editing documents, selecting text, replacing and deleting blocks of text, moving and copying text, inserting and modifying page breaks. Inserting text from another file. Proofing documents using spell check, thesaurus, find and replace
Formatting text & printing	Enhancing text, applying text formatting effects, removing text formatting, using undo and redo, using and applying bullets and numbers. Previewing and printing documents,
Formatting documents	Formatting paragraphs, changing line or paragraph spacing, indenting paragraphs, setting tabs, setting margins, changing the orientation of pages, creating and using simple headers and footers and inserting page numbers
AutoText	Create and use AutoText to save on repetitive typing. Edit, delete and print AutoText entries.
Follow on courses	Microsoft Office Word Beyond the Basics; Working with Long Documents, Tables Workshop, Mailmerge Workshop