

Microsoft Office Word for Managers Course Outline



Course aims:

This course covers the basics of word processing and gets delegates to change and format simple documents.

Pre-requisites:

Delegates should have an understanding of the Windows operating system

Who should attend:

Delegates who require a very basic understanding of the use of the application. You will not be doing lots of typing, just quickly formatting and editing documents.

Duration: 1 day

Creating and editing documents	Starting Word, identifying components of the Word screen, using toolbars, 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. Proofing document using spell check.
Formatting text & printing	Enhancing text, applying text formatting effects, removing text formatting, using undo and redo, using and applying bullets and numbers. Change line or paragraph spacing. Indenting paragraphs. Previewing and printing documents,
AutoText	Create and use AutoText to save on repetitive typing. Edit, delete and print AutoText entries.
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