Level 1 Microsoft Word

Course Aim
To provide delegates with a comprehensive knowledge of the commands and functions available in Word for Windows enabling them to produce and print documents that are correctly formatted with the aid of the manuals and the on-line help.

Who Should Attend?
Users with no existing knowledge of Word and new or recent users of Word who want to gain a good understanding of Word.

Prerequisites
Ability to use the keyboard and mouse.
An understanding of Windows.

Course Content

Introduction to Word and the Word Screen
- Starting and exiting from Word
- The opening screen
- Minimising, maximising and restoring
- Using the Ribbons to execute commands
- Word views for displaying documents
- Customising the Quick Access Toolbar

Creating and Working with Word Documents
- Creating new and blank documents
- Creating documents using templates
- Saving, closing and opening documents
- Changing the name of documents
- Switching between open documents

Working with Text
- Entering and editing text
- Moving around a document
- Selecting text
- Moving and copying text
- Inserting the date and time

Enhancing the Appearance of Text using Character Formatting
- Applying bold, italics and underline
- Changing the font, font size and colour of text
- Amending the case
- Adding special effects to text
- Painting formats

Enhancing the Appearance of Text using Paragraph Formatting
- Changing the alignment of text
- Setting and amending indents
- Setting, moving and deleting tab stops
- Adjusting the line spacing and spacing between paragraphs

Enhancing the Appearance of Text using Document Formatting
- Amending the margins
- Changing the paper size
- Setting the page orientation
- Inserting and removing page breaks

Correction & Proof Reading Tools
- Undo, redo and repeat commands
- Spell and grammar checker
- Using the thesaurus
- Word count
- Using the autocorrect facility

Previewing and Printing Documents
- Previewing the current document
- Printing the current document
- Converting to PDF