

MICROSOFT WORD – INTRODUCTION COURSE OUTLINE

APPLICATION	MICROSOFT WORD
LEVEL	INTRODUCTION
DURATION	ONE DAY
WHO SHOULD ATTEND	The course is designed for new users who wish to learn the basic features available in Word.

OBJECTIVES

At the end of the course the delegate will be able to:

Essential Commands	identify and use all the essential commands in the Word screens
Create a new document	create a new document, using Document Wizards where necessary
Print & Print Preview	print a document, use Print Preview, understand the other available views
Open, Save and Close	open, save and close a Word document
Edit, Delete & Undo	edit existing document text
Cut, Copy & Paste	rearrange text using the Cut, Copy, and Paste commands, use the collect & paste for multiple items
Format	format the document text, change the font & point size, apply font attributes, add drop capitals and borders to text
Paragraph Layout	change the paragraph layout, including indents & tabs, bullets and paragraph borders
Page Layout	alter the page layout for the document, change margins, page orientation and add headers & footers
Find Files	use the Find File command to search for Word documents on the PC
Spelling	use the Spelling tool to check and correct a document with misspelled words
Thesaurus	use the Thesaurus tool to find meanings of a selected word, and replace that word with a synonym
AutoText	store frequently used text, and insert the entry into Word documents
AutoCorrect	store frequently misspelled words together with the correct spelling allowing Word to change them automatically
AutoComplete	understand which phrases Word will automatically finish typing for you
AutoFormat	use the AutoFormat tool to change the format of the document