

WORD INTRODUCTION

DURATION

1 day

COURSE DESCRIPTION

This course is directed towards new users and self-taught users of Word. The course explores key Word features used in constructing professional documents as well as providing the user with practical shortcuts.

CANDIDATE LEVEL

A basic knowledge of the Windows environment is assumed, candidates should have a basic knowledge of computers including how to use a keyboard and mouse.

COURSE CONTENT*

THE WORD ENVIRONMENT

- Ribbon, quick access toolbar, ruler & status bar
- Document navigation techniques

BASICS OF CREATING A DOCUMENT

- Enter, edit, delete text
- Techniques to select text
- Show/Hide white space

FORMAT TEXT

- Format font, size and colour
- Copying formats (Format Painter)
- Change case

FORMAT PARAGRAPH

- Line and Paragraph Spacing
- Text alignment (left, right, centre, justify)
- Paragraph borders and shading

PAGE SETUP

- Alter page margin & orientation
- Page Breaks

EDIT DOCUMENTS

- Cut, Copy and Paste text within Word
- Smart tags

USEFUL TOOLS

- Word Editor
- Thesaurus
- Autocorrect
- Find and Replace
- Insert symbols, pictures (time permitting)
- Quick Parts (time permitting)

TABLES

- Create a table and enter text/data
- Insert, delete, resize rows and columns
- Show/hide gridlines
- Table Styles
- Add Borders and Shading
- Change text/data alignment
- Table formulas (if needed)

Timings: 9:00-3:00 or 9:30-3:30

* The outline provides guidance on the topics to be covered on the course. Course content may vary according to the requirements and abilities of the members of the group.

For further information or course booking contact andie@ittraininghub.co.uk