
Microsoft Word Introductory

Course objectives

This extremely practical course introduces the delegate to Microsoft Word. It will provide “hands on” experience of many of the features found in this product.

Target Audience

For people who are new or recent users of Microsoft Word, or any other word processor.

Assumed Knowledge

Delegates should be familiar with the Windows operating system, either from attending a Windows Introductory course or knowledge gained at his or place of work or home study. No knowledge of Microsoft Word is expected.

Course Agenda

Fundamentals

- Menus
- Toolbars
- The Taskbar
- Help

Editing Text

- Cursor Movement
- Insert and Delete Text
- Select Text
- Undo and Redo
- Change Case
- AutoText
- Move and Copy Text
- Find and Replace Text
- Copy and Paste
- Cut and Paste

Formatting Paragraphs

- Align Paragraphs
- Indent Paragraphs
- Numbering and Bullets
- Automatic Numbering and Bullets
- Multilevel Numbering
- Line Spacing
- Paragraph Spacing

Documents

- Document Views
- Enter Text
- Create a Document
- Save a Document
- Open a Document
- Close a Document

Printing

- Page Setup
- Print Preview
- Print

Tools

- Spell Check
- Grammar Check
- Go To
- Browser
- Zoom control
- Show/Hide