



Ms Word Introduction

Duration - Two Days

PRE-REQUISITES & OBJECTIVES

This course is an extensive introduction for users who are new to Word for Windows.

Familiarity with the Windows environment and using a mouse are recommended.

At the end of the course, delegates will be able to competently use the main wordprocessing features of Microsoft Word..

Main Features of the Course Include

BASIC WORD TECHNIQUES

- ♦ The Word Screen ♦ Accessing Help ♦ Word Views ♦
- ♦ Create & Save a Document ♦ Open Existing Documents ♦ Typing, Deleting and Editing Text ♦
 - ♦ Understanding AutoCorrect ♦ Typing Replaces Selection & Edit Undo ♦
 - ♦ Moving Around & Selection Techniques ♦

PRINTING

- ♦ Using Print Preview ♦ Changing the Page Setup
- ♦ The Print Command ♦

FORMATTING CHARACTERS & PARAGRAPHS

- ♦ Methods of Character Formatting (i.e. Bold, Underline etc) - using the Toolbars, Menus or Keyboard ♦
 - ♦ Removing Character Formatting ♦ Format Painter ♦
- ♦ Methods of Paragraph Formatting (i.e. justification etc) - using Ruler, Menus or Keyboard ♦
 - ♦ Setting Tabs ♦ Understanding Indents ♦

MOVING TEXT AROUND

- ♦ Moving & Copying Text in the same Document ♦ Moving & Copying between Documents ♦
 - ♦ Understanding the Multi Document Interface ♦ Using Drag & Drop to Move & Copy ♦

FORMATTING PAGES

- ♦ Changing Paper Size & Orientation ♦ Changing Margins ♦ Soft & Hard Page Breaks ♦
- ♦ Headers, Footers & Page Numbering ♦ Adjusting Margins using Print Preview ♦ Using Edit Goto ♦

PROOFING & EDITING TOOLS

- ♦ **Find & Replace** ♦ **Spell** Checking ♦ Using the **Thesaurus** ♦
- ♦ Using **Autotext** to save Text for reuse (Inserting, Saving & Deleting) ♦

TABLES

- ♦ Inserting a Table ♦ Moving Around a Table ♦ Adding & Deleting Rows Columns & Cells ♦
 - ♦ Text Formatting ♦ Applying Borders ♦

ENHANCING DOCUMENT PRESENTATION

- ♦ Creating Multi **Column** Layouts ♦ Adding **Bullets & Numbers** ♦ Adding Borders & Shading ♦

MAILINGS

- ♦ Understanding & Creating Main Documents ♦
- ♦ Understanding & Creating Data Sources ♦
 - ♦ Using the Merge Command ♦
 - ♦ Creating Envelopes & Labels ♦