

## MICROSOFT WORD INTRODUCTORY LEVEL COURSE

### Prerequisites:

Attendees should be familiar with a PC and the Windows environment and possess basic keyboard skills.

### Duration:

This course can be delivered as a full day course or as individual 3 hour modules

### Module 1 - Getting Started

- Starting up Word
- The Microsoft Office button and Quick Access Toolbar
- The Word Window, use of Tabs and the Ribbon
- Creating A New Document
- Saving Documents, using Save As and Save
- Autosave (365 version only) and Version History
- Sharing documents with other users
- Opening and Closing a Document
- Sending a file via e-mail
- Exiting Word
- Selecting text and Vertical Selection
- Editing Text, including the word-wrap feature, inserting, overtyping, deleting, Undo & Re-do
- Formatting Text, including Changing Font/Font Size, Applying Bold, Italic or Underline, The Format Painter and use of the Change Case & Drop Case features
- Printing documents
- Using the Spell Checker & Thesaurus
- Automatically correcting mistakes using AutoCorrect

### Module 2 - Basic Skills

- Moving Around The Document, including moving to a specific page
- Description of the different Viewing Modes, including Normal, Page Layout and Print Preview
- Aligning Text
- Indenting Paragraphs (Moving text away from the margin)
- Adjusting Line Spacing
- Adjusting Paragraph Spacing
- Creating Bulleted and Numbered lists