

Duration:

1 day

Objectives:

This course is intended for those with little or no experience of Word. By the end of the course delegates will have gained the knowledge to create a range of documents from simple letters to longer documents using headers & footers. Delegates will also learn how to use tables to create forms and lists, and how to format documents using Styles.

Pre-requisites:

Delegates do not need any prior knowledge of Word, but it is expected that they are familiar with a keyboard and mouse and can use the basic Windows operating environment (eg navigate through folders).

Content:

- **The Interface**
 - The Ribbon
 - Quick Access Toolbar
 - Customisable status bar
 - File (Backstage) menu
 - 'Tell me' help
 - Document views (eg reading view)
- **Basic Documents & Formatting**
 - Creating a new document
 - Selecting & editing text
 - Formatting using the Ribbon & 'Mini-toolbar'
 - Text effects
 - Navigating a document
 - Saving and retrieving a document
- **Proofing a Document**
 - Using the Spell & Grammar Checker
 - Using the Thesaurus
 - Using 'Smart Lookup'
- **Copying and Moving Text**
 - Cut & Paste to move text
 - Copy and Paste
 - Paste options
 - Drag & drop editing
- **Paragraph Formats**
 - Aligning text
 - Line spacing
 - Indenting text
 - Automatic bullets & numbering
- **Page Layout & Setup**
 - Adjusting the margins
 - Inserting & deleting page breaks
 - Inserting a 'Cover Page'
 - Page orientation & paper size
- **Printing**
 - Previewing the printout
 - Selecting page range and number of copies
- **Creating lists using Tabs**
 - Setting different tab types
 - Creating 'leader' tabs
 - Editing & deleting tabs
- **Tables**
 - Creating a simple table
 - Using the 'contextual' table tools
 - Formatting and editing the table
- **Styles**
 - Applying the built-in heading styles
 - Modifying a style
 - Creating a new style
- **Long Documents**
 - Creating simple headers & footers
 - Inserting page numbers
 - Using 'Fields'
 - Different first page headers/footers

Method:

Trainer-led course with hands-on experience.