

Word Introduction

Course duration:	1 day
Course timings:	9:30 - 4:30
Prerequisites:	Delegates must be experienced with using a mouse and working in the Windows environment.
Training formats:	Scheduled course · private course · tailored · 1-2-1 (all instructor led)
Manuals:	A comprehensive course manual provides support throughout the course and upon your return to the office.

Getting Started

starting & exiting Word • the Word screen • the menu bar • dialog boxes • getting help • tools and toolbars

Working with Documents

creating new files • opening existing files • closing files

Putting Together Simple Documents

entering text • using wordwraparound • moving through a document • deleting and inserting text • using undo • inserting symbols • inserting the date and time

Error Checking

using the Spellchecker • using the Grammar checker • using AutoCorrect

Formatting Text

selecting text • changing text attributes • changing the font and size of text • using the format painter • case conversion • adding borders and shading to text

Indents, Bullets and Numbers

creating numbered lists • creating bulleted lists • adding items to numbered lists • suppressing numbers in a list • changing the number style • creating multi-level numbered lists • changing the bullet style

Working with Paragraphs

aligning paragraphs • line spacing • paragraph spacing • removing paragraph formats

Changing Page Setup

changing the document margins • changing the paper size • changing the document orientation

Printing Documents

using print preview • shrinking documents to fit the page • printing documents

Copying and Moving Text

using drag and drop • using cut, copy and paste • using the Office Clipboard

Drawing & Modifying Shapes and Objects

working with shapes & objects • creating lines and arrows • creating freeforms • align shapes • grouping shapes • using colour with objects • using fill effects with objects • working with clip art