

## Course Outline - Word Introduction : a one-day training course

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| <b>Getting Started with Word</b> <ul style="list-style-type: none"><li>▪ Start a Word session</li><li>▪ Identify different elements of the Word screen</li><li>▪ Display and select items from menus and toolbars</li><li>▪ Exit Word</li></ul>   | <b>Moving and Copying Text</b> <ul style="list-style-type: none"><li>▪ Cut, Copy and Paste using the Windows and Office Clipboards</li><li>▪ Use the Paste Options smart tag to change the format of pasted text</li><li>▪ Use drag-and-drop to move and copy text</li><li>▪ Use Paste Special to paste data in a particular format</li><li>▪ Open more than one document</li><li>▪ Copy data from one document to another</li></ul> |
| <b>Getting Assistance with Word</b> <ul style="list-style-type: none"><li>▪ Use the Office Assistant to get help</li><li>▪ Use the Contents, Answer Wizard and Index to get help</li><li>▪ Manipulate the Help window</li><li>▪ Use the Ask a Question box</li><li>▪ Display What's this? help</li></ul>  | <b>Working with Margins and Paragraphs</b> <ul style="list-style-type: none"><li>▪ Setting Page Margins</li><li>▪ Align text in paragraphs</li><li>▪ Set line and paragraph spacing options</li><li>▪ Change tab stop settings</li><li>▪ Set tabs with leaders</li><li>▪ Paragraph Spacing</li><li>▪ Remove paragraph formats</li></ul>  |
| <b>Creating a Document</b> <ul style="list-style-type: none"><li>▪ Start a new document</li><li>▪ Enter text</li><li>▪ Change page display modes</li><li>▪ Insert the date and time</li><li>▪ Use Save and Save As</li><li>▪ Recover a document if Word stops working</li><li>▪ Close a document</li><li>▪ Locate and open an existing document</li><li>▪ Delete a document</li><li>▪ Create a new folder</li></ul> | <b>Working with Fonts</b> <ul style="list-style-type: none"><li>▪ Select and change font and font size</li><li>▪ Apply font formats (bold, underline and italics)</li><li>▪ Set character spacing options</li><li>▪ Copy formats using the Format Painter</li><li>▪ Remove text enhancements</li></ul>   |

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## Editing a Document

- Navigate through a document
- Select text and insert new text
- Use Click-and-Type
- Type over existing text
- Delete text
- Use the Undo, Redo and Repeat commands
- Insert symbols and special characters
- Use the automatic spelling checker
- Use a template to create a new document
- Create a new document using a wizard

## Viewing and Printing Documents

- Set page orientation and paper size
- Align text vertically
- Insert page breaks
- Change the zoom level and view a document in full screen mode
- Use Print Preview
- Print a document
- Print the current page, selected text or a range of pages
- Cancel a print job

# Microsoft Word Introduction

A one-day training course

## Course Aims

This one-day training course is designed to introduce users to Word, among the latest versions of the popular word processing application from Microsoft and part of the Office suite. Users will learn how to create, modify and print documents. This entirely 'hands on' course includes specially prepared exercises that give participants practical experience of using Word's tools.

## Who Should Attend?

New or intending users of Microsoft Word who want to gain a good understanding of the software in a short space of time.

*Note* : A basic understanding of PCs and familiarity with the layout of a PC style keyboard, mouse and Windows is required.