



PREREQUISITES

Delegates attending an Introductory Level Course should have a good working knowledge of Windows 98 / Windows 2000 / Windows XP.

COURSE OBJECTIVES

This one day course is designed to give delegates the confidence to use Microsoft Word to create, edit, print and e-mail documents.

MICROSOFT WORD INTRODUCTION – ONE DAY

Course Content

The Interface

- Title Bar
- The Menu Bar
- The Standard Toolbar
- The Formatting Toolbar
- The Rulers
- The Scroll Bars
- The Status Bar

Opening A Document

Creating A Document

- Select Browse Object
- Navigation Keys
- Selecting Text With The Mouse
- Page Set-Up
- Using The Toolbar Buttons:
 - Text Alignment
 - Format Painter
 - Highlighter Pen
- Basic Shortcuts
- Setting Page Breaks
- AutoFormat As You Type
- AutoCorrect
- AutoText
 - Creating AutoText
 - Inserting AutoText
 - Deleting AutoText
- Insert Vs. Overtyping Modes
- Click And Type

Editing A Document

- Cut / Copy / Paste
- Collect And Paste Toolbar
- Drag And Drop
- Changing Case
- The Undo / Redo Command

Saving A Document

- Save And Save As
- File Management
- File And Folder Structure
- Naming Conventions
- Finding Existing Documents
- Changing Directories And Drives
- Understanding Different File Types

The Help Facility

- Office Assistant
- Contents / Answer Wizard / Index

Tabs

- Different Tab Types
- Setting Tabs
- Moving Tabs
- Removing Tabs

Working With Tables

- Creating Tables
- Tables And Borders Toolbar
- Borders And Shading
- Table AutoFormat
- Using Tables For Page Layout
- Alignment Of Tables

Borders And Shading

- Applying / Removing Borders
- Applying / Removing Shading
- Applying / Removing Page Borders
- Customising Borders

Bullets And Numbering

- Creating / Removing A Bulleted List
- Creating / Removing A Numbered List
- Creating / Removing A Multi-Level List
- Customising Bullet Appearances

The Proofing Tools

- Spelling And Grammar Checker
- Spelling / Grammar Check As You Type
- Thesaurus

Printing A Document

- Page Set-Up
- Print Preview
- Print Preview Options
- The Print Dialogue Box
- The Print Button

E-Mailing Documents

- E-Mail Menu / Toolbar Options