

Microsoft Word Foundation Course Outline

- Duration:** 1 Day
- Benefit:** This course is designed for attendees who wish to gain a basic understanding of Microsoft Word. It will benefit new users who wish to create simple, yet professional looking documents.
- Objectives:** On completion of this course, attendees will be able to create documents as well as insert, edit, format and proof read text. Attendees will also be able to prepare their documents for printing and save files efficiently for later use.
- Pre-requisites:** Attendees do not need any previous experience of Word but must have a basic understanding of PC's, including familiarity with a keyboard and mouse.

● The Word Screen

The Word interface
Getting help

● Creating Basic Documents

Inserting, editing and deleting text
Changing case
Using undo / redo
Saving, closing and opening

● Proofing Tools

Checking spelling and grammar
Using AutoCorrect and AutoComplete
Using the Thesaurus
Find and replace

● Viewing and Printing

Normal and print layout views
Zoom control and print preview
Document navigation
Printing all or part of a document
Printing envelopes and labels

● Move and Copy

Using cut, copy and paste
Moving and copying between documents
Copy formatting using the format painter

● Character Formatting

Selection techniques
Applying bold / italics / underline
Changing font size and colour
Applying character animation
Highlighting text

● Paragraph Formatting

Aligning paragraphs
Line and paragraph spacing
Indenting paragraphs
Creating Tabs
Applying bullets and numbering
Applying borders and shading

● Controlling Page Appearance

Changing page margins and page orientation
Inserting page numbering
Inserting page breaks