MS Word–1 day

Beginners

Prerequisites
In order to successfully master Word Beginners, Windows Beginners must have been completed.
The user must be confident with at least 80% of the course material from the Windows Beginners course.

Introduction to Microsoft Word
- Exploring Word
- Exploring the Word Window
- Using the Word Ribbon
- Contextual Tabs
- Dialog Launchers
- Selecting & Navigating Text
- Help

Working with Documents
- Create & Save a Document
- Setting a Password
- Closing a Document
- Exiting out of Word
- Inserting Text
- Deleting Text
- Undo and Redo
- Show and Hide
- Cut, Copy and Paste

Formatting a document
- Setting Font Attributes
- Formatting Paragraphs
- Paragraph Indenting
- Clear Formatting
- Bullets and Numbering
- Format Painter
- Setting Tabs
- Setting a Tab Leader
- Adding Shading
- Adding Borders

Auto Formatting
- AutoCorrect
- AutoText
- Insert Symbols
- International Characters
- Inserting the Date and Time

Correcting and Replacing Text
- Check Spelling and Grammar
- Use Spell It
- Using the Thesaurus
- Find and Replace Text
- Go To

Setting up the Page for Printing
- Page Breaks
- Changing the Margins
- Changing the Page Orientation
- Headers and Footers
- Using print preview
- Printing a document