

Word Basic Course Outline

The Basic Word course is an introduction into using Microsoft Word for users who may not be familiar or confident in using the application. The course is exercise driven using realistic examples and exercises to provide practical knowledge, which then can be applied within the employee's everyday work.

1. Getting started

- Opening Word
- Opening Existing document
- Saving document
- Page Setup options
- Create new document

2. Editing documents

- Cut Copy and Paste
- Undo
- Find and Replace
- Working with Views
- Inserting AutoText, objects, pictures etc

3. Formatting

- Working with Fonts
- Using Tabs
- Bullets and Numbering
- Paragraphs

4. Working with Views

- Changing the view
- Using the Zoom function
- Working with toolbars

5. Tools

- Spelling
- Grammar etc

6. Working with Tables

- Creating a basic table

7. Using the Draw Toolbar

- Creating a Flow Chart using the Draw toolbar

8. Printing Documents

- Print Preview
- Printing Options

Duration

1 day (1000 to 1600)

Up to 6 attendees