

COMPUTER TRAINING SERVICES

Croydon • London • Kent



training

Microsoft® Word Introduction One Day Course

This course is designed to provide an introduction to the basic features of Microsoft Word. Upon completion of the course, the delegate will have an understanding of the main features and functions, be equipped to manage their present word-processing needs and be aware of the potential power of Microsoft Word.

Course Outline

Word Overview

Ribbons and Quick Access Toolbar
Mini Toolbar
File Menu, Backstage
Ruler
Minimize/Maximize
Different Views – Draft, Reading, Print
Layout
Zoom options
Help
Live Preview

Word Basics

Creating a new document
Saving a document
Opening & editing documents
Creating folders
Printing, preview and options

Document Editing

Moving around a document
Selecting text
Deleting text
Change Case
Cut, Copy & Paste - clipboard
Undo & Redo
Find & Replace, Advanced Find
Spell Check
Non-printing characters
Watermarks

Text Formatting

Character Formatting with:
Bold, Italic & Underline
Increase/Decrease Font size
Strikethrough, Subscript, Superscript
Format Painter
Applying Simple styles
Drop Cap, WordArt
Text Highlight Color, Text Effects

Automatic Functions

AutoCorrect & AutoText
Quick Parts Gallery
Task Panes overview

Document Formatting

Paragraph Formatting with:
Alignment, Indents & Tabs
Bullets and Numbering
Page Setup with:
Margins & Page Orientation
Line Spacing
Page Breaks
Cover pages
Themes

Pictures and Shapes

Inserting from file, clip art and the internet
Resizing, Rotate, Cropping, Aligning
Positioning, text wrapping
Drawing tools and additional Ribbons
Picture Styles, Borders, Effects
Adjusting Brightness, contrast, recolor
Compressing for emailing
Text boxes

Tables

Creating a table
Adjusting table dimensions
Adding rows & columns
Deleting rows & columns
Applying borders & shading
Table tools, Design and Layout Ribbons

Emailing Word Documents as attachments
Emailing as PDF (Portable Document Format)

Tips & Tricks

Keyboard shortcuts

These hands-on courses include refreshments and course materials

The course will begin at 9:30am and finish by 4.30pm.

For an information pack or to book courses, please telephone:

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or visit our website: www.ComputerCourses.co.uk