

Duration 1 day

Pre Requisites

Delegates should have basic keyboard skills. The course assumes no previous knowledge of Word.

Objectives

By the end of this one day course delegates will feel confident in their ability to create and manipulate documents and produce printed reports.

Versions Available

97, 2000, XP, 2003, 2007, 2010

Further Learning

Word Intermediate

Course Content

- Introduction
 - Starting Word
 - Parts of the Screen
 - The Ribbon
 - The Quick Access Toolbar
 - Cursor Movement and Quick keys
 - Help
 - Quitting from Word
- **Basic Skills**
 - Creating a new document
 - The insertion pointer
 - Selecting text
 - Insert and Overtyping
 - Deleting Text
 - Undo and Redo
 - Repeating a command
 - Go To
 - Opening Closing and Saving a Document
 - Viewing a List of Open Documents
 - Version Compatibility

- **Formatting the Document**

- The Mini Toolbar
- Changing Font Settings
- Paragraph formatting
- Changing Case
- Using the Format Painter
- Show/Hide Returns
- Borders
- Page Breaks and Section breaks
- Drag and Drop
- Cut, Copy and Paste
- The Office Clipboard

- **Page Breaks & Section Breaks**

- Changing Document View
- Page Breaks
- White Space
- Portrait & Landscape
- Viewing Multiple Pages
- Inserting a Cover Page
- Moving and Copying

- **Creating Quick Tables**

- Quick Tables
- Inserting a Date or Time
- WordArt
- Equations and Symbols

- **Reviewing the Document**

- Changing the Document View Spell and Grammar Checking a Document
- Thesaurus
- Word Count
- AutoCorrect

- **Page Setup and Printing**

- Themes
- Page Setup
- Print preview
- Page Background
- Changing the Margins in Print preview

- **Working with Windows**

- Document Views
- Show/Hide
- Zoom
- Windows