

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.

Other Versions Available

97
2000
XP
2003
2007

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**
 - Changing the Document View
 - Section Breaks
 - Portrait and Landscape Pages
 - Viewing Multiple Pages
 - Inserting a Cover Page
 - Drag and Drop
 - Cut, Copy and Paste
 - The Office Clipboard
- **Creating Quick Tables**
 - Quick Tables
 - Inserting a Date or Time
 - WordArt
 - Equations and Symbols
- **Reviewing the Document**
 - Spelling and Grammar
 - Word Count
 - Language Settings
 - Thesaurus
 - Translation
 - AutoCorrect
- **Printing**
 - Themes
 - Page Setup
 - Page Background
 - Print preview