

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

Further Learning

Word Intermediate

Course Content

- Introduction
 - Starting Word for Windows
 - Parts of the Screen
 - The Office Assistant
 - Cursor Movement and Quick keys
 - 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
E-Mail a Document
Document Recovery
File Search
Smart Tags

- **Formatting the Document**
 - The Context Sensitive Menu
 - 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
- **Printing**
 - Print preview
 - Changing the Margins in Print preview
 - Choosing What to Print
 - Printing Landscape
 - Using Print Zoom
 - Printing an Envelope
 - Printing Labels
 - Printing Multiple Documents
- **Tabs and Indents**
 - Setting tabs
 - Indenting
 - Bullet Points and Numbered Lists
 - Inserting Special Characters
- **Proofing a Document**
 - Changing the Document View
 - Viewing Multiple Documents
 - Creating a New Window
 - Find and Replace
 - Spell and Grammar Checking a Document
 - Thesaurus
 - Word Count
 - AutoCorrect