

Microsoft Word Training

Introduction



Course Objectives

- Open a new document and create a letter, save it for future reference and print it for mailing
- Open an existing document, change the wording and save changes
- Edit a document by changing the order of paragraphs using cut, copy and paste
- Use proofing tools such as Spell Check to check your document for accuracy
- Get additional assistance using Online Help

Customisation

StressLess Learning works in partnership with clients to customise and refine all course content and duration to suit both organisational goals and individual learners requirements.

All course outlines are therefore to be used as a guide only.

Duration

Flexible

Prerequisites

None

Course Outline

Word Orientation

- Starting Word
- The Word Screen
- Word Menus
- Word Toolbars

Creating a New Document

- Create a New Document
- Save a Document
- Close a Document
- Open a Document

Editing a Document

- Moving Around a Document
- Inserting and Overtyping Text
- Selecting Text
- Changing the Appearance of Text
- Undo Command
- Spell and Grammar Check

Enhancing a Document

- Cut, Copy and Paste Text
- Bullets and Numbers
- Indentation
- Inserting a Page Break

Printing a Document

- Print Preview
- Print a Document