



Rock Solid Training Course Profile

Microsoft Word Introduction

One Day Course

Who is this training course suitable for?

Our Microsoft Word Introduction course is suitable for complete beginners to Microsoft Word. Our Microsoft Qualified instructors provide training for all popular versions of Microsoft Word. This one day Word introduction training course will provide you with a working understanding of the basic features of MS Word.

Prerequisites

A working knowledge of Windows is required, or our Microsoft Windows Introduction course. No experience of Microsoft Word is required.

Benefits

At the end of this one day Word training course you will have a good working knowledge of Word basics. You will feel more confident using Word and be able to create a document from scratch. Understanding and using some of the built in layout and text editing functionality will enable you to produce far more striking and effective documentation in your work and home Word environments. Documents that you create will be easier to read and look more presentable.

After completing this Word Introduction Course you will be prepared to attend the Word Intermediate training course.

Course Syllabus

Getting Started

Starting MS Word, Word Opening Screen
Title Bar, Menu Bar, Toolbars
Scroll Bars, Status Bar
Office Assistant
Menus
Shortcut keys
Dialogue Boxes
Exiting Word

Creating Documents

Creating a New Document
Entering Text
Spell and Grammar Checking
Print Preview and Printing
Saving and Closing Documents

Editing Documents

Opening an Existing Document
Moving the Insertion Point
Selecting Text
Insert and Overtyping
Typing Replaces Selection
Deleting Text
Undo
Changing Case

Moving and Copying Text

Cut and Paste, Copy and Paste

Working with Fonts

The Formatting Toolbar
Format Painter
Removing Text Formats

Working with Paragraphs

Aligning Paragraphs
Indenting Text
Line Spacing
Paragraph Spacing
Removing Paragraph Formats

Productivity Tools

AutoCorrect, AutoFormat AutoText

Proofing

Browsing, Go To
Finding and Replacing Text

Viewing and Printing Documents

Page Breaks
Margins and Paper Size
Landscape Printing
Section Breaks

Bullets and Numbering

Automatic Bullets and Numbering
Applying Bullets and Numbering to Text
Changing Bullets and Numbering

Introduction to Tables

Creating a Table
Moving the Insertion Point
Inserting and Deleting Columns and Rows
Changing the Width of Columns and Rows
Merging Cells

Rock Solid Training is a trading name of Rock Solid Ideas Limited

Registered Office: 21 The Street, Alburgh, Norfolk, IP20 0DF

Tel: 0870 961 9056 **Fax:** 0870 199 1087

Email: info@rocksolidideas.co.uk **Web:** www.rocksolidideas.co.uk