

Word Introduction

Course Outline

1 day course

Introducing Word

Overview

- What is Word Processing?
- What is Word?

Looking at the Screen

- Using the Word Menus
- Moving Around Dialog Boxes
- Using the Word Toolbars
- Identifying Screen Symbols
- Using Task Panes

Entering and Editing Text

- Moving Around in the Document

Managing Your Files

- Saving Documents
- Using Document Summaries
- Starting a New Document
- Switching Between Documents
- Saving in a Different Location
- Closing a Document
- Opening a Document
- Organizing Your Files

Formatting Text

Selecting Text

- Using the Selection Bar
- Selecting Text in Different Areas

Editing Text

- Replacing Selected Text
- Using Undo
- Using Redo
- Using Repeat
- Using Cut, Copy and Paste
- Using the Clipboard
- Moving Text Using Drag-and-Drop
- Using the Paste Options Button

Formatting Characters

- Formatting with the Toolbar
- Formatting with the Font Command
- Highlighting Text
- Using the Format Painter
- Changing Text Case
- Changing the Character Spacing
- Hiding Text

Formatting Paragraphs

Aligning Text

Setting Tabs

- Setting Tabs on the Ruler
- Setting Tabs with the Tabs Command

Indenting Paragraphs

- Setting Indents with the Paragraph Command
- Adjusting the Indents

Organizing List Information

- Customizing the Lists
- Adding Outline Numbering to Existing Text
- Creating Outlines

Setting the Line Spacing

Formatting the Page Layout

Organizing Document Views

- Customizing the View
- Adjusting the Zoom
- Splitting Windows
- Arranging Panes

Changing the Paper Size

- Changing the Orientation
- Changing Margins

Aligning Text Vertically

Controlling the Text Flow

- Inserting Line Breaks
- Inserting Page Breaks
- Hiding the White Space

Adding Borders and Shading

- Adding Borders
- Adding Shading

Getting Ready to Print

Proofing Your Document

- Using AutoCorrect
- Checking the Spelling and Grammar
- Using the Thesaurus

Searching for Information

- Finding Items in the Document
- Finding a Page in the Document
- Using the Research Tool
- Replacing Items

Using Time Savers

- Inserting the Date and Time
- Using AutoText
- Inserting Symbols and Special Characters

Printing Documents

- Previewing the Document
- Printing a Document

Creating Envelopes and Labels

- Creating Envelopes
- Creating Labels

Adding Design Elements

Working with Section Breaks

Using Headers and Footers

- Inserting Page Numbers
- Creating Headers and Footers
- Alternating Headers and Footers

Formatting with Styles

- Creating Styles
- Applying Styles to Text
- Modifying Styles
- Deleting Styles
- Revealing the Formatting

Working with Columns

- Modifying the Column



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