

Microsoft Word Foundation

The Essentials - Short documents

This course will teach you the fundamentals of using Word. By the end of this course, you will be able to produce and store documents, letters, CVs, posters, leaflets and signs, edit simple text to a required format and layout. This course is suitable for people who want to learn how to use Microsoft Word to carry out basic word processing tasks and for those who wish to fill in the gaps and understand how Word really works..

Objectives

On completion of this course delegates will be able to:

- ✓ Explore the Word environment
- ✓ Create, save and navigate documents
- ✓ Format characters and paragraphs
- ✓ Use automatic bullets and numbering
- ✓ Move and copy text to other locations
- ✓ Use tools to correct grammar and spelling
- ✓ Preview and print a document
- ✓ Work with headers and footers
- ✓ Control page appearance with margins and breaks
- ✓ Create columns of data using Tables

Course content

Word 2010 Interface

- Windows Basics
- The Ribbon
- Quick Access Toolbar
- Mini toolbar
- Status Bar
- Views and Zoom Controls
- Rulers
- Scrollbars

Enter Text and Document

Navigation

- Keyboard overview
- Caps Lock
- Shift
- Control
- Alt

- Tab
- Insert
- Delete
- Home
- End
- Page Up /Down
- Cursor Keys
- Backspace

Formatting Text

- Font face (type)
- Font size
- Increase / decrease font size (4 points)
- Change Case
- Clear formatting

- Bold, Italics, Underline
- Strikethrough
- Superscript/Subscript
- Font effects
- Highlighter
- Font colour
- Font Dialog box launcher

Paragraph Formats

- Bullet points
- Numbered paragraphs
- Multilevel paragraph numbering
- Outdent
- Indent
- Sort
- Show/Hide character/paragraph marks
- Left align
- Centre align
- Right align
- Fully justified
- Line spacing
- Paragraph background fill
- Paragraph borders
- Paragraph dialog box launcher
- Using the Ruler to set indents

Working with Files

- Save
- Close
- Save As
- Open

Clipboard commands

- Cut
- Copy
- Paste
- Format Painter
- Keyboard shortcuts
- Paste with live preview

- Clipboard pane

AutoCorrect and Spellcheck Borders and

Shading

- Page borders
- Paragraph borders
- Paragraph shading

Page Layout and Page Setup

- Margins
- Paper sizes
- Page layouts and setups
- Headers and Footers

Pictures and Clipart

- Inserting
- Modifying
- Moving
- Resizing
- Working with the Picture tools ribbon
- Cropping

Tables

- Inserting tables
- Working with columns and rows
- Formatting a table
- Merging cells
- Table and cell borders and shading

Symbols

- Inserting symbols into a word document

Find and Replace and the Navigation

Pane

- Find text
- View page thumbnails
- Replace text