

PerCom Solutions

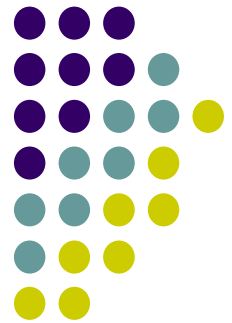
MICROSOFT WORD

LEVEL: INTRODUCTION

DURATION: 1 Day

AUDIENCE: An introduction to Word Processing for users who have keyboard skills and a good understanding of using PC's in a Windows environment.

OBJECTIVES: On successful completion of the course delegates will be able to perform the basic functions of Word such as: Preparing and printing letters, reports etc.; Enhancing and editing text and paragraphs.



COURSE OUTLINE

Introduction:

- Starting Word
- The Screen Layout
- Using the Keyboard & Mouse
- Menu Commands
- Dialogue Boxes
- Using Help

Basic Functions:

- Inserting & Deleting Text
- Selecting Text
- Using Undo & Redo
- Finding & Replacing Text
- Saving Files
- Creating Folders
- Opening & Closing Files

Character Formatting:

- Using Bold, Italics & Underline
- Changing Font Styles & Sizes
- Changing Font Attributes
- Removing Formatting
- Changing Case

Printing/Previewing Documents:

- Previewing The Document
- Using Zoom & Document Views
- Using The Print Toolbar Shortcut
- Using The Print Dialogue Box

Paragraph Formatting:

- Aligning Paragraphs
- Indenting Paragraphs
- Changing the Line Spacing
- Changing Paragraph Spacing
- Using the Tab key
- Setting & Using Tabs

Changing The Page Layout:

- The Page Setup Dialogue Box
- Changing Margins
- Changing Orientation
- Changing The Paper Size
- Inserting Page Breaks
- Inserting Headers & Footers
- Inserting Page Numbers

Moving & Copying Text:

- Moving Text (Cut & Paste)
- Copying Text (Copy & Paste)
- Copying Between Documents
- Using Drag & Drop
- Using The Office Clipboard

Automating Your Document:

- Using Bulleted & Numbered Lists
- Inserting Symbols & Characters
- Creating Documents Using Templates
- Checking the Spelling