

MICROSOFT WORD – LEVEL 1

DURATION:

Approx. 1 Day (6 hours)

OVERVIEW:

This course provides the essential skills needed to create, edit, format, and print Word documents.

OUTLINE:

LESSON 1: CREATING BASIC DOCUMENTS

This lesson introduces the Word screen and how you can obtain Help when you need it. Entering text, Previewing, Printing and Saving a document are also covered.

LESSON 2: EDITING A DOCUMENT

This lesson covers quick ways to edit a multipage document and using AutoText to automatically insert common blocks of text and graphics.

LESSON 3: FORMATTING TEXT

This lesson focuses on fast, effective ways to format text within your document. Including why using the bold and italics buttons is not the best thing to do and how to quickly reformat a document and modify the format in less time than it would normally take you.

LESSON 4: FORMATTING PARAGRAPHS

This lesson explains the important difference between grammatical paragraphs and Word paragraphs, as well as ways to format Word paragraphs.

LESSON 5: PROOFING A DOCUMENT

This lesson explains how to use the in-built features of Word to proof your document to ensure that it is free of spelling and grammar mistakes. Also learn how to use the Thesaurus to help find and use alternative words within your text.

LESSON 6: TABLES

This lesson covers the basics of creating and working with Word tables.

LESSON 7: INSERTING GRAPHICS

This lesson details easy ways to add and edit pictures and watermarks into your document, as well as inserting special text characters.

LESSON 8: SETTING PAGE APPEARANCE

This lesson deals with the document as a whole and shows ways to change the layout of your document.