Word Introduction

Course Duration

1 Day

Objectives & Expected Outcomes

Be able to Create and save new documents; Open and modify existing documents; Enter and edit text; Carry out character, paragraph and document formatting; Use tabs effectively; Use Cut, Copy and Paste efficiently; Insert images into a document; Create and modify custom tabs & Prepare a document for printing.

Pre-Requisites

Being familiar with the operating system and using a mouse would be advantageous.

Subjects

Getting Started

The Word environment | The Ruler | The Status Bar | Using Shortcut Keys | Using Help | Navigating a document via the Keyboard and the Mouse | Positioning the cursor

Working with Documents

Creating a new document | Opening an existing document | Recent Documents synced with other devices | Resume Reading | Saving documents | Using Save As | Changing the View of documents | Read Mode | Object Zoom | Closing documents | Recovering documents in the event of software or system crashes | Creating and deleting Folders | Deleting documents

Document Editing

Entering text | Text entry conventions | Insert and Overtype | Selecting text | Deleting text | Using Change Case | Using Undo and Redo | Using the Spell Check and Thesaurus tools | Moving text with Drag and Drop | Using Cut, Copy and Paste | Using Paste Special | Using Find and Replace | Inserting Symbols and Special Characters | Showing and hiding Non-Printing Characters | Using Page Breaks

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Formatting

Character Formatting: Changing Fonts | Font Size | Applying Special Effects including Bold, Italics, Underline, Colours and Strikethrough | Paragraph Formatting: Changing the Alignment of text | Using Indents | Changing Paragraph Spacing | Changing Line Spacing | Using Tabs effectively | Creating and modifying Custom Tabs | Creating Leader Tabs

Working with ClipArt and Other Images

Inserting ClipArt and other Online images | Using Text Wrap options | Moving and Resizing an image | Live Layout and Alignment Guides | Basic image Formatting | Deleting an image

Preparing A Document for Output

Page Setup options: Changing Paper Size, Margins and Orientation | Using Print Preview and Shrink to Fit | Printing a document

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