

Word Essentials – 1 day



Course Objectives

To learn the fundamentals of using Word. By the end of this course, students will be able to produce and store a document, access and retrieve data for editing and edit simple text to a required format and layout.

Prerequisites

It is recommended that students have basic experience with the underlying operating system, i.e. the ability to navigate the environment using a mouse and keyboard plus an understanding of computer file storage.

Exercises

This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.

Microsoft Office Specialist Exam

Following the Word Essentials and Word Intermediate course and with practise you will be in a position to take the Microsoft Office Specialist Exam – **Word Core**.

The Advanced Word course topics need to be completed to take the **Word Expert** exam.

Word Orientation

- Menus and Keyboard Shortcuts
- Using the Toolbars
- Using Shortcut Menus

Working With A Document

- Navigating using Keyboard and Mouse
- Document Views
- Simple Editing
- Formatting Marks
- Previewing and Printing a Document
- Using Go To
- Performing a Word Count

Creating A Document

- Creating a Document
- Typing Text and Numbers
- Inserting a Date
- Spelling and Grammar Checking
- Saving Documents

Working With Text

- Techniques for Selecting Text
- Insert and Overtyping Modes
- Cutting, Copying and Pasting
- Find and Replace
- Using Undo and Redo
- Click and Type
- Drag & Drop
- Inserting Symbols

The Office Clipboard

- Understanding the Office Clipboard
- Configuring the Office Clipboard
- Collecting and Pasting using the Clipboard
- Concatenating to the Clipboard

Formatting Text

- Formatting Essentials
- Quick Alignment
- Instant Bullets and Numbers
- Indenting
- Using the Format Painter
- Line and Paragraph Spacing
- Widows and Orphans
- Revealing Text Formatting

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Working With Fonts

- Strikethrough
- Superscript and Subscript
- Changing Case
- Drop Capitals
- Applying Shadows to Text
- Applying Animated Text Effects

Working With Tabs

- Using Default Tabs
- Setting and Modifying Tabs on the Ruler
- Using the Tabs Dialog Box
- Tab Leaders
- Bar Tabs
- Setting Varied Tabs
- Removing Tabs

Borders and Shading

- Applying Borders
- Adjusting Border Styles and Weights
- Editing Borders
- Applying Quick Borders
- Applying Shading
- Applying a Page Border

Managing Documents

- Opening Multiple Documents
- Working with Multiple Documents
- Copying and Pasting Between Documents
- Renaming a Document

Working With The Page

- Page Margins
- Page Orientation and Paper Size
- Headers and Footers
- Formatting Headers and Footers
- Inserting Page Numbers
- Inserting Page Breaks

Customising Toolbars

- Understanding Toolbars
- Creating a New Toolbar
- Adding Tools to a Toolbar
- Deleting Tools and Toolbars

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