



MICROSOFT WORD - INTRODUCTION

Course Duration: 1 Day

1. Getting Started

- The Word Window
- New documents
- Word Help

2. Document Creation

- Saving Documents; Saving Files Automatically
- Closing Documents
- Opening Existing Documents
- Deleting/Selecting Files
- Creating Folders

3. Editing a Document

- Document Views
- Moving the Insertion Point
- Using Click-and-Type; Scrolling
- Selecting Text; Insert and Overtyp
- Typing Replaces Selection; Deleting Text
- Undo/Redo Text
- Inserting Symbols/Special Characters
- Assigning a Shortcut Key to a Symbol
- Entering the Date
- Case Conversion

4. Moving/Copying Text

- Moving Text
- Copying Text
- Using the Office Clipboard
- Using Drag-and-Drop
- Working with Multiple Documents
- Working with Window Panes

5. Formatting Text

- The Font Dialogue Box
- Character Spacing/Animation
- The Format Painter
- Aligning Text
- Line Spacing
- Paragraph Spacing
- Tabs
- Indentation
- Automatic formatting

6. Page Layout

- Setting Margins
- Setting Page Orientation
- Setting Paper Size/Paper Source
- Page Breaks

7. Proofing Tools

- Automatic Spell Checking
- Spell Checking - Selected Text or the Whole Document
- Grammar Checking
- Hiding Spelling and Grammar Errors
- Thesaurus

8. Navigating, Find and Replace

- Using the Browser; Go To
- Using the Document Map
- Finding and Replacing Text

9. Viewing and Printing

- Print Preview Screen
- Previewing and Printing a Document