

Microsoft Word Introduction

OBJECTIVES

Create, edit and enhance standard business documents using Word.

Duration: 1 Day

1. GETTING STARTED

- Word Window
- New Documents
- Word Help

2. DOCUMENT CREATION

- Save Documents/Files Automatically
- Close Documents
- Open Existing Documents
- Delete/Selecting Files
- Create Folders

3. EDITING A DOCUMENT

- Document Views
- Moving the Insertion Point
- Use Click-and-Type; Scrolling
- Select Text; Insert and Overtyping
- Typing Replaces Selection; Deleting Text
- Undo/Redo Text
- Insert Symbols/Special Characters
- Assign a Shortcut Key to a Symbol
- Inserting a Date/formats
- Case Conversion

4. MOVING/COPYING TEXT

- Move Text
- Copy Text
- Use the Office Clipboard
- Use Drag-and-Drop
- Working with Multiple Documents
- Working with Window Panes

5. FORMATTING TEXT

- Font Dialogue Box
- Character Spacing/Text Effects
- 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 Check; selected Text or document
- Grammar Check
- Hide Spelling and Grammar Errors
- Thesaurus

8. NAVIGATING, FIND AND REPLACE

- Use the Browser; Go To
- Use the Document Map
- Find and Replace Text

9. VIEWING AND PRINTING

- Print Preview Screen
- Preview/Print a Document