

Word Introduction

Course Code

SSA40021

Duration

1 Day

Format

Classroom | Classroom/Virtual |
Virtual

Overview

The Microsoft Word Introduction training course covers how to create, edit and format simple documents. It also looks at adding design elements and how to proof and print documents.

Objectives

Focusing on Word fundamentals, this course provides the essential skills to enable you to work efficiently with Word and to create professional documents. It begins with creating and editing documents and then moves on to using formatting and layout tools to modify the content and the overall appearance of the document. It looks at layout and adding in items such as pictures and tables and diagrams. Finally, you will be shown how to use Proofing and Review Tools and how to control the Printing of the document.

Content

Course Content

Lesson 1: Getting Started with Word

- Identify the components of the Word Interface
- Create a Word document
- Use document views
- Use the Help features

Lesson 2: Editing a Document

- Navigate and select text
- Modify text
- Find and replace text

Prerequisites

This course assumes that the user understands the basics of using a Windows-based computer. Students should be comfortable using the keyboard, mouse, and Start menu.

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Lesson 3: Formatting Text and Paragraphs

- Apply character formatting
- Align text using tabs
- Display text as list items
- Control paragraph layout
- Apply borders and shading
- Apply styles
- Manage formatting

Lesson 4: Adding Tables

- Insert a table
- Modify a table
- Format a table
- Convert text to a table

Lesson 5: Managing Lists

- Sort a list
- Renumber a list
- Customise a list

Lesson 6: Adding Graphics

- Insert symbols and special characters

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- Add images to a document
- Add media to a document

Lesson 7: Controlling Page Appearance

- Apply a page border and colour
- Add a watermark
- Add headers and footers
- Control page layout

Lesson 8: Proofing a Document

- Check spelling and grammar
- Other proofing tools
- Check accessibility
- Using accessibility features

Lesson 9: Advanced topics

- Customise the Word Interface
- Additional save options
- Manage additional file types