MICROSOFT WORD
Introduction

SUITABLE FOR

Delegates who would like to be able to use the basic features of Microsoft Word effectively.

AIM OF THE COURSE

To introduce the basic features of Microsoft Word and provide an opportunity to practice working with these features.

COURSE CONTENT

- Using the Mouse & Keyboard Effectively, and When to Use the Mouse or Keyboard
- Understanding the Screen Layout and Uses of the Screen Components (Tabs, Commands, Groups, Ribbon Bar)
- Creating, Saving & Opening Documents
- Moving Around a Document-Shortcuts
- Editing, Formatting & Deleting Text Using the Mouse & Keyboard
- Printing & Previewing Documents
- Setting & Changing Tabs (Left, Centre, Right, Decimal and Leader)
- Paragraph Indentation
- Search, Search & Replace
- Spell Checker, Grammar & Thesaurus
- Moving Blocks of Text Using Cut & Paste and Drag & Drop
- Copying Blocks of Text Using Copy & Paste and Copy, Drag & Drop
- Changing the Document Layout (Margins, Paper Orientation & Page Alignment)
- Working with Special Characters
- Using Short-cut Keys Instead of the Mouse
- Working with Bookmarks
- Building Blocks (Auto Text)
- Using Auto Correct to Automatically Correct Mistakes

FURTHER INFORMATION

- On completion of the above course, each delegate will be awarded a course certificate.
- Course duration: 2 days
- Post course support is available.
- Full course notes and shortcuts are provided to each attendee at the beginning of their course, to keep for future reference.
- We are more than happy to tailor our courses to suit the requirements of your organisation, should the above content not fully meet your requirements.

THE TRAINING HOUSE
training-house.co.uk
enquiries@training-house.co.uk
07753558105