

Microsoft Word Introduction – 2 Day Course

Course Overview

Microsoft Word enables you to use innovative tools and features to more easily create, share and read professional looking documents.

Who Should Attend

This course is designed for delegates with a basic knowledge of Microsoft Windows who are interested in gaining the basic skills necessary to produce effective and practical business documentation and how the core features can integrate to provide a timesaving work tool.

Course Objectives

By the end of this course delegates will be able to create and edit a basic document, format text and paragraphs, use Word tools to make documents more accurate, add tables and graphic elements to a document and control a document page setup and overall appearance.

Course Content

Word Basics

- Using Help
- Entering and deleting data
- Saving, opening and closing
- Document navigation

Editing Documents

- Cut, copy and paste
- Spell check and Thesaurus
- AutoText and AutoCorrect

Formatting Documents

- Text formatting
- Paragraph formatting

Tabs and Indents

- Left, centre and right tabs
- Decimal and dot leader tabs
- Indents

Tables

- Insert tables
- Formatting tables

Controlling Page Layout

- Page orientation and margins
- Page breaks
- Basic headers and footers

Web Features

- Save as web page
- Creating and using hyperlinks
- Send via email

Objects and ClipArt

- Inserting objects and ClipArt
- Moving, resizing and deleting
- WordArt
- Watermarks

Additional Information

- CD Manuals, Fast Guides and Certificates provided
- Course timings – 9.30 am- 4.30 pm
- Buffet lunch included and free parking available on site
- Joining Instructions will be sent prior to attending the course
- Next course available is Word Intermediate/Advanced (one day) or MCAS Word (two days) (please ask for details)

Course Costs

To book this course or for further information please contact the training team on Tel - 01604 655 900 or email – training@paradisecomputing.co.uk

