



Microsoft Word Introduction

- Aim:**
- Explain the Word environment and use it to create, save and print a document
 - Navigate in a document and explain and use basic editing techniques
 - Use selection techniques, copy and move text, and use the Find and Replace feature
 - Format characters and paragraphs and work with tabs in a document
 - Create, edit and enhance tables
 - Add headers and footers and control page layout using margins and page breaks
 - Proof documents using the Spelling and Grammar feature and the Thesaurus
- Pre-requisite:** Windows Introduction or equivalent knowledge.
- Duration:** One day – Six hours in duration
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Course Content

Word Basics

- Exploring The Word window
- Creating and saving documents
- Printing documents
- Using Help

Creating and Managing Tables

- Creating Tables
- Modifying Tables
- Enhancing Tables

Moving and Copying Text

- Selecting text
- Moving and copying text
- Finding and replacing text

Formatting Characters and paragraphs

- Character formatting techniques
- Using Tabs
- Paragraph formatting techniques

Editing Documents

- Opening and navigating a document
- Using AutoCorrect
- Editing text
- Using Undo and Redo

Controlling Page Layout

- Creating Headers and Footers
- Working with margins
- Working with page breaks

Using Proofing Tools

- Checking Spelling and grammar
- Using the Thesaurus

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