



Microsoft Word

Creating a Basic Document

Aim: Create a simple document and learn to edit and format text in the document.

Pre-requisite: Windows Introduction or equivalent knowledge

Duration: 3 hours

Course Content

Word Basics

- Exploring the Word window
- Creating a Folder
- Creating and saving documents
- Printing documents
- Getting help

Editing documents

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

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
- Advanced paragraph formatting techniques

Using proofing tools

- Checking spelling and grammar
- Using the Thesaurus

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