

Microsoft Word Introduction

One Day

A hands-on instructor-led Microsoft Word training course helping people based in Scotland who would like to learn how to create documents using the basic features of Microsoft Word. This is achieved by learning, discussion and practice with an open and friendly trainer in a professional classroom environment.

Course Aims

The main objective of all Word training courses is simply to increase each participant's overall ability and confidence in using Word features that can be directly applied to their work. The aim on this first level of Word training is firstly for attendees to become confident enough to try working with Word features to see for themselves the workload benefits that expertise with document use can bring. The next aim is for attendees to be independently familiar enough with how Word works at a basic level to be able to do so after training when back at work. Training therefore covers:

- Gaining the basics of creating, editing and saving documents
- Formatting documents and move, copy and format text
- Controlling page layout for appearance and consistency
- Creating tables and printing documents for sharing information professionally

Course Content

Word Basics

- Screen layout
- Creating and saving documents
- Getting help

Editing Documents

- Opening and navigating a document
- Using autocorrect
- Editing text
- Using undo and redo
- Finding and replacing text

Moving and Copying Text

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

Formatting Characters and Paragraphs

- Character formatting techniques
- Paragraph formatting techniques
- Bullets and Numbering

Creating and Managing Tables

- Creating tables
- Modifying tables
- Enhancing tables

Email a Document

- Sending Word documents via email

Using Proofing Tools

- Checking spelling and grammar
- Using the thesaurus

Printing

- Previewing the document
- Print Options