



Cleary
Training
Associates



Customised IT Training & Development

Course Outline | Microsoft Word Level 1

Duration: 1 Day

Objectives: This course is designed to introduce new users to Word. Users will learn how to create, modify and print documents.

Prerequisites: A basic understanding of using PC's, a keyboard and a mouse, plus knowledge of Microsoft Windows is required, gained either by previous experience or by attendance on a "Microsoft Windows User Introduction" course.

Getting Started

- Starting the Program
- The Word Screen
- The Task Pane
- Moving Around Word
- The Word Menus
- Shortcut Menus
- Toolbars

Creating Documents

- Creating a New Document
- Entering text
- Saving the Document
- Closing the Document
- Opening Existing Documents
- Deleting Files
- Creating a New Folder

Editing Documents

- Moving the insertion point
- Scrolling
- Selecting Text
- Insert and Overtyping text
- Deleting Text

Spelling, grammar and correcting typing

- Checking Spelling
- Checking Grammar
- Using Cut and Paste
- Using Copy and Paste

Formatting a Document

- Working with Fonts
- Working with the Formatting Toolbar
- Format Painter

Margins and Paragraphs

- Showing/Hiding Non-printing Markers
- Setting the Page Margin
- Aligning Paragraphs
- Line Spacing
- Setting Tabs
- The Paragraph Dialogue Box
- Removing Paragraph Formats

Viewing and Printing

- Landscape Printing and Paper Size
- Page Breaks
- Zoom
- Document Views
- Print Preview
- Printing

Creating Basic Tables

- Inserting a Table
- Adjusting Column Widths
- Formatting the table
- Inserting Symbols and Characters
- Inserting Page Breaks