



MS WORD INTRODUCTION

These topics are to serve as a guide only. You can elect the topics most relevant to your needs. If you are unsure, a qualified specialist is available to assist in the selection process.

Overview:

This course is ideal if you are a new or self taught user on MS Word. The course covers topics required to produce documents, apply formatting and print successfully.

Module 1

Getting Started

What is Word?
Opening a File
Getting to know the Environment
Creating a New Document
Navigating
Help Tools
Saving

Module 2

Editing

Different Cursors
Selecting Text
Delete Text
Overtyping
Cut, Copy, Paste
Undo & Re Do

Module 3

Text Formatting

Font
Format Painter
Background
Change Case

Module 4

Paragraph Formatting

Spacing
Alignment
Paragraph Indenting
Bullets & Numbering
Borders & Shading

Module 5

Printing

Page Setup
Insert Page Breaks
Using Headers & Footers
Print Preview

Module 6

Proofing Tools

Send To
Flag for Follow up
Spell check
Grammar
AutoCorrect
Find & Replace