

## **Introduction to Microsoft Word**

Word Processing skills underpin every aspect of computer use, whether you are writing a novel, constructing a database or attempting to pay a bill online, the foundations are laid here. Learn how to create and amend professional looking documents, print and save them for future use.

### **This course is designed for:**

If you are new to computers, returning to the workplace or need to produce any form of written document this course is a must. Gain in confidence by covering all the essentials required to achieve success with Word. No prior experience is assumed, familiarity with the keyboard and ability to use a mouse are helpful. Use of the keyboard is covered although this is not a typing course and you are not expected to be able to type.

## **Training Objectives**

### **How you and your organisation will benefit**

*Upon completion of this course you will be able to:*

- ❖ Create and edit documents
- ❖ Save and retrieve your work
- ❖ Produce professional looking printed documents
- ❖ Change the appearance of pages and text
- ❖ Check spelling and grammar for accuracy

## **Course Outline**

### **Creating a Document**

- ❖ Understanding the Word screen
- ❖ Entering Text
- ❖ Navigating within a document
- ❖ Move and Copy
- ❖ Deleting Text
- ❖ Pictures and Shapes

### **Checking for Accuracy**

- ❖ Spelling and Grammar
- ❖ Find and Replace

### **Editing Text**

- ❖ Text Attributes
- ❖ Dealing with Fonts
- ❖ Formatting Text
- ❖ Pages and Margins
- ❖ Headers and Footers

### **Printing and Saving**

- ❖ Saving and Naming work
- ❖ Print Preview
- ❖ Printing Options