Microsoft Word (Level 1)

Course Overview

These days, most people take electronic word processing for granted. While we may still write out our grocery lists with pen and paper, we expect to use a computer to create the majority of our documents. It is impossible to avoid word-processing software in many areas of the business world. Managers, lawyers, clerks, reporters, and editors rely on this software to do their jobs. Whether you are an executive secretary or a website designer, you will need to know the ins and outs of electronic word processing.

Microsoft Word is designed to help delegates move smoothly through the task of creating professional-looking documents. Its rich features and powerful tools can make your work easy, and even fun. In this course, delegates will learn how to use Word to create and edit simple documents, format documents, add tables and lists, add design elements as well as layout options, and proof documents.

Target Audience

This course is intended for delegates who wish to learn basic Word skills, such as:

- Creating, editing, and formatting documents.
- Inserting simple tables and creating lists.
- Employing a variety of techniques for improving the appearance and accuracy of document content.

Prerequisites

To ensure success, delegates should be familiar with using personal computers, and should have experience using a keyboard and mouse. To meet this prerequisite, you can take any one or more of the following Logical Operations courses:

- Microsoft Office Windows 7
- An introduction to PCs course

Duration

- 1 Day

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Course Outline

Module 1: Getting started with Microsoft Word
- Navigate in Microsoft Word.
- Create and save Word documents.
- Manage your workspace.
- Edit documents.
- Preview and print documents.
- Customise the Word environment.

Module 2: Formatting text and paragraphs
- Apply character formatting.
- Control paragraph layout.
- Align text using tabs.
- Display text in bulleted or numbered lists.
- Apply borders and shading.

Module 3: Working more efficiently
- Make repetitive edits.
- Apply repetitive formatting.
- Use styles to streamline repetitive formatting tasks.

Module 4: Managing lists
- Sort a list.
- Format a list.

Module 5: Adding tables
- Insert a table.
- Modify a table.
- Format a table.
- Convert text to a table.

Module 6: Inserting graphic objects
- Insert symbols and special characters.
- Add images to a document.

Module 7: Controlling page appearance
- Apply a page border and colour.
- Add headers and footers.
- Control page layout.
- Add a watermark.

Module 8: Preparing to publish a document
- Check spelling, grammar, and readability.
- Use research tools.