

Course: Microsoft Word Introduction

Duration: One Day

Course Contents:

1: Introduction to Word What is Word Processing Terminology The Word Screen The Word Menus & Toolbars Entering Text Saving and Closing a File Retrieving a File Moving Around the Text Insert and Overtyping Using the Delete and Backspace keys	3: Document Formatting Paragraph Formatting Centre Text Left Align Text Right Align Text Justify Text Indents Spacing The Format Painter Toggle Case Binding Space
2: Formatting Text & Printing a Document Moving Around the Text Selecting Text Blocks Copy, Move and Delete Text Copy Text between Documents Formatting Characters Inserting Symbols Different Views Print Preview Print a Document Finding Files	4: Tabs and Tables Tabs Tables Formatting Tables Borders and Shading Numbered Lists Bulleted Lists

Course Objectives: This course covers the basics of Microsoft Word and brings delegates to a point where they can create and handle most document types.

Who should attend: Anyone who wants to learn how to use Microsoft Word and create a vast array of documents, print, save, close etc.

Experience Needed: No previous experience of word processing or typing is required for this course. A working knowledge of the Windows operating system and use of the mouse and keyboard is essential.

Cost: The fee for the course is fully inclusive of certificate, student manual, lunch and refreshments throughout the day.

Support: Each trainee will receive six months free telephone support after the course. This is available during office hours.