



COURSE DESCRIPTION

On this beginner Word class students will learn the fundamentals of Microsoft Word. They will create, edit and format documents, add paragraphs, lists, images, design elements, and work with layout options, styles, templates, and mail merges.

No prior experience of Word is needed. **Live face-to-face instructor – still the best way to learn!**

LEARNING OBJECTIVES

- Create and save documents for easy retrieval
- Insert and delete text to edit a document
- Move, copy, and replace text
- Modify text for emphasis
- Learn document and paragraph formatting
- Set and remove tab stops to enhance document appearance
- Use margins, indents, bullets, and numbering to change text layout
- Use templates and Style Sets to create and enhance documents
- Use advanced editing tools
- Use reviewing features and different views
- Utilise the search and replace tools in Word
- Learn to use drawing tools and features in Word

DETAILED COURSE OUTLINE

CREATING AND EDITING DOCUMENTS	FORMATTING DOCUMENTS	REVIEWING DOCUMENTS
<ul style="list-style-type: none"> ➤ Starting Documents ➤ Starting Word ➤ Identifying Components of the Word Screen ➤ The Word Ribbon ➤ Creating and Opening Documents ➤ Moving the Insertion/Cursor Point ➤ Building and Editing Documents ➤ Selecting Text ➤ Replacing and Deleting Blocks of Text ➤ Moving and Copying Text ➤ Modifying Page Breaks ➤ Finishing Documents ➤ Previewing Documents ➤ Printing Documents ➤ Closing Documents 	<ul style="list-style-type: none"> ➤ Formatting Paragraphs ➤ Changing Line or Paragraph Spacing ➤ The Ruler ➤ Indenting Paragraphs ➤ Setting Tabs Using the Tabs Dialog Box ➤ Setting Tabs Using the Ruler ➤ Formatting Pages and Sections ➤ Setting Margins ➤ Inserting Page Numbers ➤ Inserting and Deleting Section Breaks ➤ Using the Go To Command ➤ Applying Page Setup Formatting to Sections ➤ Changing a Section's Page Numbering 	<ul style="list-style-type: none"> ➤ Correcting Documents ➤ Performing a Spelling and Grammar Check ➤ Using the Thesaurus ➤ Using Autocorrect Options ➤ Setting and Deleting AutoCorrect Exceptions ➤ Hyphenating Documents ➤ Inserting Special Hyphens ➤ Using Quick Part Building Blocks ➤ Creating a Quick Part ➤ Inserting and Deleting a Quick Part ➤ Creating Outlines ➤ Typing Outline Lists ➤ Assigning and Removing Paragraph Outline Levels ➤ Using the Navigation Pane ➤ File Search – To find a file ➤ Insert a Comment ➤ Insert a Picture from a file
<h3>FORMATTING TEXT & PRINTING</h3> <ul style="list-style-type: none"> ➤ Enhancing Text ➤ Applying Text Formatting Effects ➤ Removing Text Formatting ➤ Information Rights Management ➤ Using Undo and Redo ➤ Using the Repeat Command to Apply Formatting ➤ Viewing and Copying Formatting ➤ Using Format Painter ➤ Using Bullets and Numbers ➤ Applying Bullets and Numbers as You Type 	<h3>USING ADVANCED PAGE SETUP</h3> <ul style="list-style-type: none"> ➤ Techniques ➤ Using Headers and Footers ➤ Creating Alternating Headers or Footers ➤ Creating Section Headers or Footers ➤ Using Styles and Templates ➤ Managing the Quick Style Gallery 	<h3>DRAWING IN WORD</h3> <ul style="list-style-type: none"> ➤ Creating Drawing Objects ➤ Creating Lines and Shapes ➤ Creating Text Boxes ➤ Enhancing Drawing Objects ➤ Applying Line Effects ➤ Applying and Modifying 3-D Effects ➤ Manipulating Drawing Objects ➤ Sizing and Rotating Drawing Objects ➤ Grouping and Ungrouping Drawing Objects ➤ Placing Drawings within Document Text
<h3>TEMPLATES AND MAIL MERGES</h3> <ul style="list-style-type: none"> ➤ Using Templates to Create Documents ➤ Generating Envelopes and Labels ➤ Creating Labels 		