

Microsoft Word

Basic



 Duration: 1 day

 Ideal group size: 6-8 people

Course overview

Delegates will learn the Word basics: It will enable you to create and edit simple documents which look professional. You will learn how to format text, pages and paragraphs, create headers and footers with automated page numbering and titles and create lists.

Topics covered

Fundamentals

- Starting Word
- Understanding the Word screen
- Giving commands and using command shortcuts
- Creating a new document
- Opening a document
- Previewing and printing a document
- Saving a document
- Closing a document
- Using help
- Exiting a document

Working with and editing a text

- Checking spelling & grammar
- Finding text
- Replacing text
- Using word count and thesaurus
- Inserting symbols and special characters
- Copying and moving text
- Controlling how text is copied or moved
- Collecting multiple items to move or copy
- Using undo, redo & repeat

Getting started with documents

- Entering and deleting text
- Selecting and replacing text
- Navigating through a document
- Browsing a document
- Viewing a document
- Working with the document window
- Viewing multiple document windows

Formatting paragraphs and characters

- Changing font sizes/types/styles/effects
- Applying ligatures and spacing
- Creating lists
- Changing paragraph alignment
- Adding borders and shading
- Changing line and paragraph spacing
- Copy formatting
- Setting /adjusting / removing tabs
- Using indents

Delivery methodology (Face-to-face or virtual delivery)

Small groups

Ideally 6-8 delegates to maximise engagement and interaction levels.

One-to-one

We also provide one-to-one 90 minute individual support workshops.

Tailored sessions

Talk to us about designing bespoke workshops for your team!

Related courses

- Microsoft Word – Intermediate
- Microsoft Word – Advanced