WORD FOUNDATION

Introduction

The majority of people within an organisation need to produce written documentation at some time or another. This may take the form of a letter, memo, fax or something more complex. In order to do this efficiently and effectively, understanding the fundamental elements of Word as a word processor is imperative.

This course introduces delegates to the skills required to create a simple professional looking short document. Gaining keyboard skills along with correcting spelling and grammatical errors is vital, as is the ability to quickly move or copy text from one location to another. Various font and paragraph formatting techniques will be applied to ensure the document looks professional.

- Documentation layout and appearance will be significantly improved
- Time-saving through the application of navigation and selection tricks
- The skills required to create, save and retrieve documents can be transferred to other Microsoft products

Course Content

Screen Tour
Title Bar
Toolbars
Menu Bars
Scrollbar
Ruler
4 Views
Task pane

Zoom Setting
Using Help
Finding keywords
Help Shortcut Key

Show/Hide – The Paragraph Mark
Keyboard Skills
Enter Key/Tab/ Spacebar/ Shift/ CAPS Lock
Backspace v Delete Key
Overtype v Insert

Navigation
Scroll Bar
Keyboard Shortcuts
Mouse Scroll wheel

Selection
Keyboard Shortcut
Mouse Skills
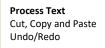Selecting Word / Sentence / Paragraph

Managing Files
Locate/Open
Save v Save As
Save As Different File Types
Creating a Document

Process Text
Cut, Copy and Paste
Undo/Redo

Using Writing Tools
Spelling
Grammar
Thesaurus

Direct Font Formatting (All)
Changing Font typeface
Specifying Font sizes (custom)
Bold / Underline / Italic
Character Spacing

Direct Paragraph Formatting
Indents
Alignment
Line Spacing

Tabs
Setting custom Tabs
Left/Right/Centre/Decimal Tabs
Editing Tab settings
Dot Leader and Bar tabs

Header & Footer
Page Set Up and Printing
Print Preview
Print Options
Orientation
Margins

Duration: 1 Day Course

www.oaktree-training.co.uk