



Microsoft Word (Introduction)

97/XP/2000/2002/2003/2007





Course Details:

Booking Information:

To reserve a place in this course please contact Envisage Training or visit our website to enrol online.

Envisage Training:

- Computer Training
- ICT & Software Applications
- Instructor-Led Online Training
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Delivery Modes:

- Scheduled Courses
- In-House & On-Site
- Instructor-Led Online Training
- Customised Courses



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Last Updated: Jan 2008
MSWD01

Duration:

1 Full Day

Who should attend:

Ideal for a person with limited knowledge of Microsoft Word, and seeking to become familiar with the basics of the application. At the conclusion of this course participants should be able to understand the basics of the software package with the capacity to apply this knowledge in their personal and professional lives.

Course Pre-requisites:

Participants should be familiar with working in a Windows environment

Related Courses:

Why not extend on what you have learned in this course, and gain the skills needed to unleash the full power of the Microsoft application. Envisage Training's basic, intermediate, and advanced courses will provide you with the training needed to give you every advantage.

- Microsoft Word (Intermediate)
- Microsoft Word (Advanced)
- Microsoft Office

Topics Covered:

Working with a Document

- Opening a Document
- Navigating With the Keyboard
- Scrolling Through a Document
- Document Views
- Page Zooming
- Simple Editing
- Formatting Marks
- Saving a Document
- Print Preview
- Printing a Document
- Closing a Document

Working with Text

- Selecting Text Using the Mouse
- Selecting Text Using the Keyboard
- Insert and Overtyping Modes
- Deleting Text
- Cutting and Pasting
- Copying and Pasting
- Find and Replace
- Using Undo

Creating a Document

- Creating a Blank Document
- Typing Text
- Typing Numbers
- Inserting a Date
- Spelling and Grammar Checking
- Saving a New Document
- Creating a Document Based on a Template

Word 2003 Orientation

- Starting Word
- The Word 2003 Screen
- Using Menu Commands
- Using Keyboard Shortcuts
- Using the Toolbars
- Using ShortCut Menus
- Using the Ruler
- The Status Bar
- Exiting Word

Formatting Text

- Formatting Essentials
- Toolbar Formatting
- Quick Alignment
- Instant Bullets
- Instant Numbers
- Increase Indent
- Decrease Indent
- Quick Fonts
- Changing the Text Colour
- Using the Format Painter
- Line Spacing
- Paragraph Spacing

Working with Tabs

- Using Default Tabs
- Setting Tabs on the Ruler
- Modifying Tabs on the Ruler
- Using the Tabs Dialog Box
- Tab Leaders

Creating Tables

- Creating a Table
- Adding Data to a Table
- Inserting Columns and Rows
- Deleting Columns and Rows
- Changing Column Widths
- Shading and Colouring Cells
- Modifying Borders
- AutoFormatting a Table