



# Microsoft Word (Introduction)

2010



# Topics Covered:

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## Getting To Know Microsoft Word

- ✓ Starting Word
- ✓ The Word Screen
- ✓ How Microsoft Word 2010 Works
- ✓ Using The Ribbon
- ✓ Using Ribbon KeyTips
- ✓ Minimising The Ribbon
- ✓ Understanding The Backstage View
- ✓ Accessing The Backstage View
- ✓ Using Shortcut Menus
- ✓ Understanding Dialog Boxes
- ✓ Launching Dialog Boxes
- ✓ Understanding The Quick Access Toolbar
- ✓ Adding Commands To The QAT
- ✓ Understanding The Status Bar
- ✓ Exiting Safely From Word

## Creating A New Document

- ✓ Creating Documents In Word
- ✓ Using The Blank Document Template
- ✓ Typing Text
- ✓ The Save As Dialog Box
- ✓ Saving A New Document
- ✓ Typing Numbers
- ✓ Inserting A Date
- ✓ Document Proofing
- ✓ Checking Spelling And Grammar
- ✓ Making Basic Changes
- ✓ Saving An Existing Document
- ✓ Printing A Document
- ✓ Safely Closing A Document

## Getting Help

- ✓ Understanding How Help Works
- ✓ Accessing The Help Window
- ✓ Browsing For Help
- ✓ Returning To The Home Page
- ✓ Using The Table Of Contents
- ✓ Searching Using Keywords
- ✓ Disconnecting Online Help
- ✓ Printing A Help Topic
- ✓ Working With Screen Tips
- ✓ Dialog Box Help
- ✓ Other Sources Of Help

## Working With A Document

- ✓ The Open Dialog Box
- ✓ Opening An Existing Document
- ✓ Navigating With The Keyboard
- ✓ Scrolling Through A Document
- ✓ Page Zooming
- ✓ Viewing The Ruler
- ✓ Showing Paragraph Marks
- Counting Words

## Working With Text

- ✓ Techniques For Selecting Text
- ✓ Selecting Text Using The Mouse
- ✓ Selecting Text Using The Keyboard
- ✓ Editing Text In Insert Mode
- ✓ Editing Text In Overtyping Mode
- ✓ Deleting Text
- ✓ Using Undo
- ✓ Using Redo
- ✓ Inserting Symbols And Special Characters
- ✓ Understanding Find And Replace
- ✓ Finding Words
- ✓ Replacing Words
- ✓ Using Go To

## Cutting And Copying

- ✓ Understanding Cutting And Copying
- ✓ Cutting And Pasting
- ✓ Copying And Pasting
- ✓ Drag And Drop Cutting
- ✓ Drag And Drop Copying
- ✓ Using The Clipboard Task Pane
- ✓ Using Paste Special

## Font Formatting

- ✓ Understanding Font Formatting
- ✓ Working With Live Preview
- ✓ Changing Fonts
- ✓ Changing Font Size
- ✓ Growing And Shrinking Fonts
- ✓ Making Text Bold
- ✓ Italicising Text
- ✓ Underlining Text
- ✓ Applying Strikethrough
- ✓ Subscripting Text
- ✓ Superscripting Text
- ✓ Highlighting Text
- ✓ Changing Case
- ✓ Changing Text Colour
- ✓ Applying Text Effects
- ✓ Using The Format Painter
- ✓ Clearing Font Formatting

## Paragraph Formatting

- ✓ Understanding Paragraph Formatting
- ✓ Understanding Text Alignment
- ✓ Changing Text Alignments
- ✓ Changing Line Spacing
- ✓ Changing Paragraph Spacing
- ✓ Indenting Paragraphs
- ✓ Outdenting Paragraphs
- ✓ Starting A Bulleted List
- ✓ Adding Bullets To Existing Paragraphs
- ✓ Starting A Numbered List
- ✓ Numbering Existing Paragraphs
- ✓ Shading Paragraphs
- ✓ Applying Borders To Paragraphs
- ✓ Using The Paragraph Dialog Box

## Page Layout

- ✓ Changing Page Margins
- ✓ Setting Custom Margins
- ✓ Changing Page Orientation
- ✓ Changing Paper Sizing
- ✓ Inserting Page Breaks
- ✓ Inserting Page Numbers

## Tables

- ✓ Understanding Tables
- ✓ Creating A Table
- ✓ Adding Data To A Table
- ✓ Selecting In Tables
- ✓ Selecting Using The Mouse
- ✓ Inserting Columns And Rows
- ✓ Deleting Columns And Rows
- ✓ Changing Column Widths
- ✓ Changing Row Heights
- ✓ Autofitting Columns
- ✓ Shading Cells
- ✓ Modifying Borders
- ✓ Modifying Border Styles
- ✓ Choosing A Table Style

## Printing

- ✓ Understanding Printing
- ✓ Previewing Your Document
- ✓ Quick Printing
- ✓ Selecting A Printer
- ✓ Printing The Current Page
- ✓ Specifying A Range Of Pages
- ✓ Specifying The Number Of Copies



# 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
- Professional Development
- Room & Equipment Hire
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## Delivery Modes:

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

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## 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