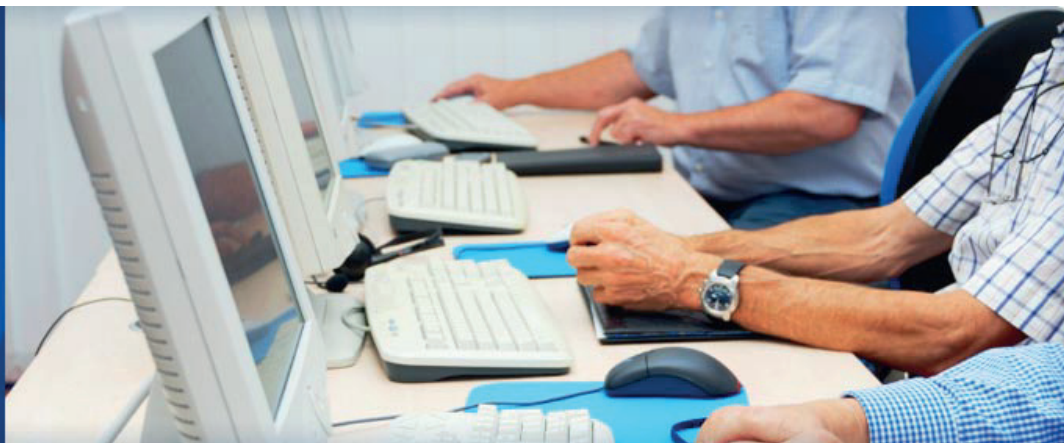


Introduction to Microsoft Word Course Outline



Product Versions: 2003, 2007, 2010

Course Duration - 1 day

Pre Requisite: A general ability to generate simple documents

Objectives: Upon completion of the course the delegate will be able to work efficiently in Word to perform basic document tasks and routine functions within the software.

COURSE CONTENT

Getting Started

- Exploring the Word window
- The Start button
- Ribbon tabs
- Minimizing the ribbon
- Switching between tabs using the mouse wheel

Word Basics

- Creating & saving documents
- Opening and closing documents
- Saving documents using different formats
- Switching between different Word views

Moving and Copying Text

- Selecting text
- Moving & copying text
- Inserting, deleting, undoing & redoing
- Find & replace

Formatting Paragraphs

- Indenting, spacing and aligning paragraphs
- Adding a border and shading
- Modifying borders and shading
- Setting, removing and modifying tab stops
- Creating and customizing bulleted or numbered lists
- Removing bullet or numbering formatting

Page Formatting

- Page margins
- Creating and modifying headers and footers
- Inserting page numbers
- Working with page breaks

Saving Documents In Different Formats

- Saving a Word document in another program
- Saving a document as a web page
- Creating a folder to save documents
- Renaming or deleting a folder or document

Tools For Document Proofing

- The importance of proofing
- Checking spelling and grammar
- Using the Thesaurus
- Previewing a document before printing

Formatting Text

- Font type, size & colour
- Bold, italic & underline
- Highlighting text
- Inserting characters and symbols

Printing

- Printing a document, envelope or label
- Selecting a printer
- Choosing what to print
- Selecting number of copies to print
- Printing odd or even pages
- Double sided printing



oberoi
consulting

Support & Consult | Experienced & Professional | Challenging & Knowledgeable

19 St. Christopher's Way Patriot Way Business Park Pride Park Derby DE24 8JY

t +44 (0)1332 224251 f +44 (0)1332 348814 w www.oberoi-consulting.com e admin@oberoi-consulting.com