



Versatéo

Software Training solutions

Word Level 1 A One-Day Training Course

Course Aims

This course introduces users to Microsoft Word. Users will learn how to create, modify and print documents. This 'hands on' course includes specially prepared exercises that give participants practical experience of using the features of Word to create professional looking documents.

Course Outline

Getting Started with Word

- Starting Word; Word Opening Screen
- Basic Word On-Screen Features

Getting Assistance with Word

- The Office Assistant
- Other Ways to Get Help

Creating Documents

- Creating a New Document and Entering Text
- Opening, Saving and Closing Files
- Deleting Files; Creating a New Folder

Editing Documents

- Document Views; Moving the Insertion Point
- Editing Text; Undo and Redo, Case Conversion
- Inserting Symbols and Special Characters

Moving and Copying Text

- Cut, Copy & Paste, Use Drag & Drop to move and copy text.
- Opening Multiple Documents and Using Panes

Working with Margins and Paragraphs

- Setting Margins, Align text in paragraphs
- Applying and Removing Paragraph Formats

Working with Fonts

- The Formatting Toolbar and Format Painter
- The Font Dialogue Box

Viewing and Printing Documents

- Landscape Printing and Paper Size
- Setting Page Breaks
- Printing & Print Preview

Bullets and Numbering

- Applying Bullets and Numbering to Text

Borders, Lines and Shading

- Adding & Removing Borders and Shading

Proofing Tools

- Using the Spell-Checking Tools
- Using the Thesaurus
- Using Browse
- Using Go To
- Finding & Replace text

Productivity Tools

- AutoCorrect/ AutoText/ AutoFormatting

Tables

- Creating and modifying basic tables
- Splitting & Merging Cells

Target Audience

New or intending users of Word who want to gain a good understanding of the software in a short space of time.

Assumed Knowledge

A basic understanding of PCs and familiarity with the layout of a PC style keyboard, mouse and Windows is required, gained either by previous experience or by attendance on a "PC/Windows Fundamentals" course.

Training path

Level 1 - New users with little or no experience, creating and modifying documents.

Level 2 - Providing existing users with more advanced features

Level 3 - Working with Long documents and Styles enhancing the users knowledge