

**Duration** 1 day

## Pre Requisites

Delegates should have basic keyboard skills. The course assumes no previous knowledge of Word.

## Objectives

By the end of this one day course delegates will feel confident in their ability to create and manipulate documents and produce printed reports.

## Other Versions Available

97  
2000  
XP  
2003  
2007

## Further Learning

Word Intermediate

## Course Content

- Introduction
  - Starting Word
  - Parts of the Screen
  - The Ribbon
  - The Quick Access Toolbar
  - Cursor Movement and Quick keys
  - Help
  - Quitting from Word
- **Basic Skills**
  - Creating a new document
  - The insertion pointer
  - Selecting text
  - Insert and Overtyping
  - Deleting Text

Undo and Redo  
Repeating a command  
Go To  
Opening Closing and Saving a Document  
Viewing a List of Open Documents  
Version Compatibility

- **Formatting the Document**

The Mini Toolbar  
Changing Font Settings  
Paragraph formatting  
Changing Case  
Using the Format Painter  
Show/Hide Returns  
Borders

- **Page Breaks and Section breaks**

Changing the Document View  
Section Breaks  
Portrait and Landscape Pages  
Viewing Multiple Pages  
Inserting a Cover Page  
Drag and Drop  
Cut, Copy and Paste  
The Office Clipboard

- **Creating Quick Tables**

Quick Tables  
Inserting a Date or Time  
WordArt  
Equations and Symbols

- **Reviewing the Document**

Spelling and Grammar  
Word Count  
Language Settings  
Thesaurus  
Translation  
AutoCorrect

- **Printing**

Themes  
Page Setup  
Page Background  
Print preview