



MICROSOFT WORD - INTRODUCTION

A One Day Course Covers:

1. Introduction

- Starting Word, The Opening Screen
- Title Bar, Menu Bar, Toolbars
- Scroll Bars, Status Bar, Office Assistant
- Menus, Speed Keys, Dialogue Boxes, Exiting Word

2. Getting Assistance

- Using the Office Assistant
- Other Ways of Getting Assistance
- Finding Out What's on the Screen

3. Document Creation

- Creating New
- Entering Text
- Saving Documents; Saving Files Automatically
- Closing Documents
- Opening Existing Documents
- Deleting/Selecting Files
- Creating Folders

4. Editing a Document

- Document Views
- Moving the Insertion Point
- Using Click-and-Type; Scrolling
- Selecting Text; Insert and Overtyping
- Typing Replaces Selection; Deleting Text
- Undo/Redo Text
- Inserting Symbols/Special Characters
- Assigning a Shortcut Key to a Symbol
- Entering the Date
- Case Conversion

5. Moving/Copying Text

- Moving Text
- Copying Text
- Using the Office Clipboard
- Using Drag-and-Drop
- Working with Multiple Documents
- Working with Window Panes

6. Paragraph Setup

- Aligning Text
- Line Spacing
- Paragraph Spacing
- Tabs
- Indentation

7. Basic Page Setup

- Setting Margins
- Setting Page Orientation
- Setting Paper Size/Paper Source
- Page Breaks

8. Working with Fonts

- The Formatting Toolbar
- The Font Dialogue Box
- Character Spacing/Animation
- The Format Painter

9. Proofing Tools

- Automatic Spell Checking
- Spell Checking - Selected Text or the Whole Document
- Grammar Checking
- Hiding Spelling and Grammar Errors
- Thesaurus

10. Navigating, Find and Replace

- Using the Browser; Go To
- Using the Document Map
- Finding and Replacing Text

11. Viewing and Printing

- Print Preview Screen/Toolbar
- Previewing and Printing a Document