

# Word Introduction

### Duration

- ½ day

### Delegates

This course is aimed at people who would like a thorough introduction to the most frequently used features of Word with an emphasis on shortcuts

### Prerequisites

Completion of the Introduction to Windows course or familiarity with its contents

### Objectives

On completion of the course delegates should be able to:

- Create and edit Word documents
- Alter the appearance of text and the document layout
- Create shortcuts to insert frequently used addresses and phrases

### Impact

- Improved awareness of the features of Microsoft Word
- Able to create documents with a variety of layouts
- Confidence to make corrections and layout alterations to existing documents
- Improved efficiency through the use of shortcuts

### Programme

- Getting Started
  - The Microsoft Word Screen
  - The Ribbon
  - Quick Access Toolbar
  - Viewing Documents
- Creating Documents
  - Creating a New Document
  - Opening, Saving and Closing Documents
  - Exiting Microsoft Word
  - Printing
- Editing Documents
  - Moving Around the Document
  - Selecting Text
  - Deletions
  - Undo/Redo
- Formatting Text
  - Bold, Italic and Underline
  - Fonts
- Moving and Copying Text
  - Cut, Copy and Paste
  - Collect and Paste
  - Copying to a Second Document
- Writing Tools
  - Spelling and Grammar
  - AutoCorrect
  - AutoText
- Special Characters
- Paragraph Formats
  - Text Alignment
  - Line and Paragraph Spacing
  - Tabs and Indents
- Page Layout
  - Page Breaks
  - Section Breaks
  - Margins
  - Paper Size and Orientation