

Getting Started

Word Essentials – 1 day



Pre-requisites

This course is designed for those starting out in Word and for those that would like to fill in the gaps in their knowledge. Skills in using a computer is essential.

Description

Do you need to:

Learn how to use Microsoft Word for your job or daily personal use? This course is the one for you!

Aim

In this course, you will learn how to get started in Word by exploring the ribbon. Next you will learn about all the different things you can do when working with a document in Word.

Finally, this course will teach you important information about formatting and working with text and paragraphs to create the perfect finished document. By the end of this course, you'll know your way around Microsoft Word, and you'll be able to use its many features for a variety of projects.

Learning Outcomes

At the completion of this course you should have the skills and knowledge to:

- Work confidently within the Microsoft Word environment
- Create and save a document
- Edit text
- Format text and objects within the document
- Change the page layout
- Create and edit a table
- Use the proofing tools

Topics Covered

Key topics covered on this course include:

Introducing Microsoft Word

- The Interface, Ribbon and Tabs
- Word basics and document views

Creating and Managing documents

- Create, save, close, open and re-save documents

Editing a document

- Navigate within a document
- Select, edit, format, move and copy text
- Undo and redo actions
- Add page breaks in documents
- Use Find & Replace to replace text and/or formatting

Basic Formats

- Page Setup options
- Understand character and paragraph formats
- Understand how to use Tabs
- Apply Styles to text for consistency

Creating Basic Tables

- Enter data into the table
- Insert and delete rows and columns
- Make changes to cell heights / widths

Enhancing a document with objects

- Add graphics, pictures and shapes to a document
- Change the size and position of objects in a document

Printing

- Understand print options
- Change margins in print preview

Proof reading a Document

- Check spelling and grammar
- Use the Thesaurus



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