



Microsoft Word Foundation

This course outline should be used to determine whether the course is appropriate for the student, based on current skills and training needs.

Duration: 1 day

Audience: New or recent users of Microsoft Word

Prerequisites: PC literate

Course Topics:

- What is Word Processing?
- Exploring the Screen Layout
- Using Menus and Toolbars
- Working in Different Views
- Creating New Documents
- Open, Close and Save Documents
- Entering and Editing Text
- Formatting Text
- Paragraph Formatting
- Cut, Copy and Paste
- Creating Bulleted and Numbered Lists
- Creating and Formatting Tables
- Headers and Footers
- Inserting Page Numbers
- Using the Proofing Tools
- Page Set-Up
- Print Preview and Printing
- Working with Several Documents

At Course Completion delegates will be able to:

- Understand why we use Word
- Navigate through a Word Document
- Create & Format a Word Document
- Use Lists
- Effectively use Tables
- Use Headers & Footers
- View & Print Documents
- Use Multiple Documents

