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Microsoft Word

Introduction

Introduction Microsoft Word is one of the world's best selling Windows word processors. It takes full advantage of the Windows environment, offering a full range of WP facilities, graphics integration & linking to other Windows products.

Objectives To be able to create, edit and print documents and to be conversant with many of the basic formatting features. The knowledge gained will enable trainees to become immediately effective on their return to the office.

Designed for New users. No previous experience of word processing is necessary, although participants should have either attended our "Introduction to Windows" course or attained a similar level of proficiency.

The combined material covered in the Word Introduction and Word Intermediate will provide delegates with the necessary knowledge to sit the ECDL Module 3 – Word Processing or the MOUS Word Core exam.

Duration One day

Topics

- Introduction to Word
- Screen layout
- Menu and Toolbars
- Office Assistant interactive help
- Troubleshooting screen elements
- Working with documents
- Navigating around documents
- Creating and Editing documents
- New Document task pane
- Selecting and Editing text
- Copying and moving text
- Clipboard task pane
- Find and Replace
- Undo and Redo
- Using the Spelling and Grammar Checker
- Formatting
- Characters, paragraphs, pages
- Tabs
- Line and Paragraph Indentation
- Bulleted and Numbered lists
- Headers and Footers
- Automatic Features: AutoCorrect, AutoText, AutoFormat
- Tables
- Inserting and applying borders and shading
- Printing
- Previewing documents
- Printing options

Follow-up Word Intermediate – 1 day



Word Advanced - 1 day

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