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Microsoft Word Beginner

Course Content

An introduction to Microsoft Word, designed to provide a new user with a solid foundation to word processing and confidence to explore the screen.

Objectives: The objectives are to give an overall appreciation of working in the Word environment and to produce various documents using basic editing and formatting features. During the session the user will use filing techniques to gain an understanding of drives and folders.

Topics include:

- Creating and printing a document

- Familiarisation of Word commands, menus and toolbars

- Opening and Saving a document

- File Management

- Navigating the Word screen and document

- Basic Editing and Formatting

- Spellchecking and Thesaurus

- Using the Search and Replace

- Using Cut, Copy and Paste

- Formatting margins, tabs and indents and page breaks

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