

Microsoft Word

Introduction – One or Two Days

DAY ONE/MORNING

Starting Word

Overview of Word

The Word Window
Using the Keyboard
The Mouse
Menus
Dialog boxes

Getting Started

New File
Entering text
Inserting text
Selecting & editing text
Saving

Working with Text

Character Formatting
Paragraph Formatting
View Modes
Quick cursor
Drag and Drop text
Using Tab and Indents
Bullets and Numbering
Adjusting margins
Changing page orientation
Saving and Closing
Opening an existing file
Search and Replace
Spell Check
Thesaurus

Using the Clipboard

Cut, copy, paste and undo

Using the Tool bar

Toolbar shortcuts

Printing

Using the Print menu
Selecting a printer
Printing options
Printing Envelopes & Labels

Setting up user preferences

Keyboard Shortcuts

Discussion Session & Overview

DAY TWO/AFTERNOON

Overview of day one

Importing

Importing files
Inserting an object, picture or graph

Managing long documents

Auto Page numbering
Headers and Footers
Inserting Page breaks

Introduction to Tables

Creating a table
Entering data into the table
Selecting rows and columns
Inserting rows and columns
Printing gridlines
Shading
Connecting cells
Formatting cells

Introduction to Mail Merge

Creating a data file
Creating the form letter
MailMerge

Useful Word features

Adding Borders
Inserting Text boxes
Inserting Images and Graphics
Inserting a date and/or time
Grouping words with hard spaces

Word and Other Programs

Combining information
Importing and Exporting text & data
Converting documents to other formats

Indexing and Content Pages

Creating a content page
Indexing documents
Troubleshooting
Identifying and solving problems

Word Art

Discussion Session & Overview



computer graphics training

During this course participants will cover the main features of Word including using menus and working with text. Practical exercises are used to enhance the learning process.

The course is totally interactive and delegates are encouraged to bring examples of the type of work they will need to produce.

The course can be structured to each clients' individual requirements.

Where required, the course notes provided can be customised to suit clients' corporate identity. Please call for details.

Prerequisites: A basic familiarity with Windows or Apple computers.

Duration: Ideally two days but can be compressed into one intensive day course.

Who Should Attend?

Anyone who has little or no experience using a computer or word processor, migrating from another program or simply wishing to improve their skills.

Complementary Courses:

Microsoft Office Suite
Introduction to Excel
Introduction to PowerPoint
Scanning & preparing images
Optical Character Recognition

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