



## Microsoft Word Intro

Format: One day:  
Max Capacity 6

**This course is designed for new and existing users of word. Word provides the same style of easy-to-use Menus/Ribbons as the rest of Microsoft Office.**

**An understanding of PCs, use of a keyboard and mouse plus knowledge of Windows is required, gained either by previous experience or by attendance on a “Windows Introduction” course.**

### Course Content

- Understanding elements of the screen/ Ribbon/Quick Access Toolbar
- Scroll Bars/Rulers and Status Bar
- Live Preview & Mini Toolbar
- Normal View / Page Layout view
- Save, Close and Open documents
- Text Entry and manipulation
- Efficient ways of Selecting text with mouse or keyboard
- Navigating around documents in an efficient manner/keyboard shortcuts
- Formatting text using the Toolbar/Menus/ Ribbon or keyboard
- Changing fonts and font size
- Paragraph formatting - indenting, aligning and spacing
- Block editing - Copy, Paste, Moving and deleting text
- Smart Tags/Time Saving Features
- Page Margins - Page breaks, Page Break Preview & Orientation
- Spell check/Proofing Tools