

WORD 2010/2013/2016

LEVEL 1

1-day course

Course Code: W151

WHO SHOULD ATTEND?

This course is intended for new Office Word users.

PREREQUISITES

Windows XP, Vista, 7, or 8

COURSE OBJECTIVES

Upon completion of the course, participants will be able to accomplish the following:

- Understand the concepts of word processing and how to start and exit Word, open, save and close documents.
- Insert and delete text to edit a document, then print the document and select different views.
- Learn how to change paragraph alignment, and how to move, copy and replace text in a document.
- Modify and enhance text appearance by changing character and paragraph formatting, and using Quick Styles.
- Use tab stops, set and change indents, apply bullets and numbering, and change line spacing to enhance document appearance.
- Use margins, page breaks, and headers and footers to enhance the page layout.
- Simplify proofreading of documents by checking spelling, enhance productivity by using AutoText and AutoCorrect, and streamline document creation by using templates.

COURSE CONTENT

GETTING STARTED WITH WORD

Understanding Word Processing Concepts; Getting Started; Creating and Saving Documents; Opening Documents

USING WORD BASICS

Editing Documents; Printing and Viewing Documents

MANAGING TEXT

Aligning Text; Moving, Copying, and Replacing Text

MODIFYING AND ENHANCING TEXT APPEARANCE

Formatting Text, Special Purpose Text, Quick Styles and Quick Style Sets

MODIFYING AND ENHANCING PARAGRAPH APPEARANCE

Using Tabs; Changing Tab Settings; Changing Indents; Applying Bullets and Numbers; Changing Paragraph and Line Spacing

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CONTROLLING PAGE LAYOUT

Changing Margins; Inserting Page Breaks; Using Headers and Footers

USING WRITING TOOLS

Checking Spelling in a Document; Using AutoText and AutoCorrect; Using Document Templates