

Word Essentials – 1 day



Course Objectives

To learn the fundamentals of using Word. By the end of this course, students will be able to produce and store a document, access and retrieve data for editing and edit simple text to a required format and layout.

Prerequisites

It is recommended that students have basic experience with the underlying operating system, i.e. the ability to navigate the environment using a mouse and keyboard plus an understanding of computer file storage.

Exercises

This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.

Microsoft Certified Application Specialist

Following the Word Essentials, Word Intermediate and Word Advanced courses and with practise you will be in a position to take the Microsoft Certified Application Specialist Exam – **Word 2007 (77-601)**.

Word Orientation

- The Word Screen
- Using The Ribbon
- Using Shortcut Menus
- Launching Dialog Boxes
- Customising The Quick Access Toolbar
- Using The Office Button
- Customising The Status Bar

Working With A Document

- Navigating With The Keyboard
- Scrolling Through A Document
- Changing Document Views
- Page Zooming
- Viewing The Ruler
- Showing Paragraph Marks
- Previewing A Document
- Counting Words

Creating A New Document

- Creating Documents In Word
- Using The Blank Document Template
- Typing Text And Numbers
- The Save As Dialog Box
- Inserting A Date
- Document Proofing
- Checking Spelling And Grammar
- Making Basic Changes
- Printing A Document

Working With Text

- Techniques For Selecting Text
- Editing In Insert Mode
- Editing Text In Overtyping Mode
- Using Undo And Redo
- Using Repeat
- Using Click And Type
- Inserting Symbols And Special Characters
- Find And Replace
- Using Go To

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The Office Clipboard

- Understanding The Clipboard
- Configuring The Office Clipboard
- Collecting And Pasting Using The Clipboard
- Concatenating To The Clipboard

Paragraph Formatting

- Understanding Paragraph Formatting
- Changing Text Alignments
- Changing Line Spacing
- Changing Paragraph Spacing
- Indenting Paragraphs
- Outdenting Paragraphs
- Starting A Bulleted List
- Adding Bullets To Existing Paragraphs
- Removing Existing Bullets
- Starting A Numbered List
- Using The Paragraph Dialog Box

Font Formatting

- Understanding Font Formatting
- Working With Live Preview
- Changing Fonts
- Growing And Shrinking Fonts
- Applying Strikethrough
- Subscripting Text
- Superscripting Text
- Highlighting Text
- Changing Case
- Changing Text Colour
- Using The Format Painter
- Using The Font Dialog Box
- Clearing Font Formatting
- The Font Dialog Box Font Tab
- The Character Spacing Tab

Tabs

- Using Default Tabs
- Setting Tabs On The Ruler
- Modifying Tabs On The Ruler
- Using The Tabs Dialog Box
- Tab Leaders
- Bar Tabs
- Setting Varied Tabs
- Removing Tabs

Borders and Shading

- Using the Ribbon to Add Borders and Shading
- Using the Borders and Shading Dialog Box
- Notes

Page Layout

- Changing Page Margins
- Changing Page Orientation
- Changing Paper Sizing
- Understanding Headers And Footers
- Formatting Headers And Footers
- Inserting Page Breaks
- Inserting Page Numbers