

Word Essentials - 1 day

We use Word 2013 to train at our training centres as this is almost identical to 2010 and 2016.

Overview

The aim of this course is 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

This course assumes that you have gained a basic understanding of Windows. This includes an ability to work with multiple windows and navigate the desktop, as well as having an understanding of computer file storage (i.e. drives, files and folders).

Exercises

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

Topics**Getting Started With Word**

- Understanding the Start Screen
- Creating a New Blank Document
- The Word Screen
- How Microsoft Word Works
- Using the Ribbon
- Showing and Collapsing the Ribbon
- Understanding the Backstage View
- Accessing the Backstage View
- Using Shortcut Menus
- Understanding Dialog Boxes
- Launching Dialog Boxes
- Understanding the Quick Access Toolbar
- Adding Commands to the QAT
- Understanding the Status Bar

Your First Document

- Creating Documents in Word
- Typing Text
- The Save As Place
- The Save As Dialog Box
- Saving a New Document on Your Computer
- Typing Numbers
- Inserting a Date
- Document Proofing
- Checking Spelling and Grammar
- Making Basic Changes
- Saving an Existing Document
- Printing a Document
- Safely Closing a Document

Getting Help

- Understanding How Help Works
- Accessing the Help Window
- Navigating the Help Window
- Using the Office Website
- Googling Help
- Printing a Help Topic

Working With a Document

- The Open Place
- The Open Dialog Box
- Opening an Existing Document
- Navigating With the Keyboard
- Scrolling Through a Document
- Page Zooming
- Viewing the Ruler
- Showing Paragraph Marks
- Counting Words

Cutting and Copying

- Understanding Cutting and Copying
- Cutting and Pasting
- Copying and Pasting
- Drag and Drop Cutting
- Drag and Drop Copying
- Using the Clipboard Task Pane
- Copying Between Documents
- Cutting Between Documents
- Pasting Between Documents
- Using Paste Special

Working With Text

- Techniques for Selecting Text
- Selecting Text Using the Mouse
- Selecting Text Using the Keyboard
- Editing Text in Insert Mode
- Editing Text in Overtyping Mode
- Deleting Text
- Using Undo
- Using Redo
- Using Repeat
- Using Click and Type
- Inserting Symbols and Special Characters
- Understanding Find and Replace
- Finding Words
- The Find and Replace Dialog Box
- Replacing Words
- Performing Advanced Searches
- Using Go To

Text Appearance

- Understanding Font Formatting
- Understanding Font Formatting Tools
- Working With Live Preview
- Changing Fonts
- Changing Font Size
- Increasing and Decreasing Font Size
- Making Text Bold
- Italicising Text
- Underlining Text
- Applying Strikethrough
- Subscripting Text
- Superscripting Text
- Highlighting Text
- Changing Case
- Changing Text Colour
- Applying Text Effects
- Using the Format Painter
- Using the Font Dialog Box
- Clearing Font Formatting

Tabs

- Using Default Tabs
- Setting Tabs on the Ruler
- Modifying Tabs on the Ruler
- Setting Tabs in the Tabs Dialog Box
- Setting Tab Leaders
- Setting Bar Tabs
- Setting Mixed Tabs
- Removing Tabs

Working With Paragraphs

- Understanding Paragraph Formatting
- Understanding Text Alignment
- 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
- Numbering Existing Paragraphs
- Creating a Multilevel List
- Removing Existing Numbers
- Borders and Shading Dialog Box
- Shading Paragraphs
- Applying Borders to Paragraphs
- The Paragraph Dialog Box Indents and Spacing
- The Paragraph Dialog Box Line and Page Breaks
- Using the Paragraph Dialog Box

Working With Pages

- Changing Page Margins
- Setting Custom Margins
- Changing Page Orientation
- Changing Paper Sizing
- Setting Custom Paper Sizes
- Inserting Page Breaks
- Removing Page Breaks
- Inserting Page Numbers
- Formatting Page Numbers
- Removing Page Numbers

Printing Your Documents

- Understanding Printing
- Previewing Your Document
- Quick Printing
- Selecting a Printer
- Printing the Current Page
- Specifying a Range of Pages
- Specifying the Number of Copies

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