



Introduction to Word

INTRODUCTION TO WORD TRAINING COURSE OUTLINE

Course Content: This 1 Day course will equip the user to learn the basics of Microsoft Word and is suitable for complete beginners of Microsoft 2010 through to Microsoft 2019 and Office 365.

The course will cover the fundamentals of Word, covering Document layout, how to format your document and present it in a professional layout. The course will cover manipulating text, paragraph and page formatting.

Course Objective: After the course, you will gain a better understanding of using Microsoft Word, and you will feel more confident in your ability to create a professional document. You will gain an understanding of the tools and purpose of Word and how to use formatting, create tables, work with images, headers & footers and many other handy tips.

Pre-requisites: Suitable for complete beginners. No experience of Word is necessary however delegates should have a working knowledge of Windows and good understanding of using the mouse and keyboard.

Getting Started With Word 2013

- Tour of the Word Screen
- The File Tab
- Ribbon Tabs, Groups, Dialog Box Launcher
- Create a Document
- Save and close a file

Topic 1: Manipulating Text

- Selection Techniques (Character/Paragraph/Page)
- Insert Text, Delete Text, Undo & Redo
- Cut, copy and Paste

Topic 2: Text Formatting

- Font Group on Home Tab Ribbon
- Font Type & Size
- Bold, Italic, Underline, Colour
- Highlight tool, Change Case
- Format Painter

Topic 3: Paragraph Formatting

- Paragraph Group on Home Tab Ribbon.
- Paragraph Marks
- Alignment tools
- Indenting Paragraphs (First Line & Hanging)
- Line Spacing
- Spaces Above & below lines

- Bullet and Number Lists
- Paragraph Borders & Shading

Topic 4: Page Formatting & Printing

- Page Set-up Group on the Layout Tab
- Page Orientation
- Page Margins
- Page Breaks (Manual) Ctrl+Enter
- Insert & Delete Page Breaks
- File & Print Settings

Topic 5: Headers & Footers

- Insert Header & Footers
- Using the Design Tab
- Dates, Page Numbers, Document Info
- Different First Page Option

Topic 6: Tables

- Inserting a Table
- Navigation within a table
- Using the Table Tools (Layout)Tab
- Select Text, Rows, Columns, Cells
- Gridlines, Borders & Shading
- Insert, Delete Rows and Columns
- Column & Row Width and Height
- Apply Table Style, Table Tools (Design) Tab



Topic 7: Inserting Graphics

- Inserting Pictures from File
- Inserting Images from on-line library
- Select, resize and delete images.
- Using the Format Picture Tools Tab to Wrap, Position, Rotate and Crop images.
- Insert Cover Pages

Topic 8: Additional Word Features

- Views, Zoom and Window options (View Tab)
- Find & Replace Text (Home Tab)
- Spelling & Grammar, Thesaurus & Word Count (Review Tab).