

MICROSOFT WORD INTRODUCTION

COURSE CONTENT OVERVIEW

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Capital
TRAINING

DURATION: **ONE DAY**

DELIVERY METHOD: **MICROSOFT TEAMS / ZOOM**

WHO IS THIS COURSE FOR?

Our Microsoft Word Introduction course is suitable for complete beginners to Microsoft Word.

PREREQUISITES

A working knowledge of Windows is required.

COURSE BENEFITS

At the end of this one-day Word training course you will have a good working knowledge of Word basics. You will feel more confident using Word and be able to create a document from scratch. Understanding and using some of the built-in layout and text editing functionality will enable you to produce far more striking and effective documentation in your work and home Word environments. Documents that you create will be easier to read and look more presentable.

COURSE CONTENT

WHAT'S NEW IN WORD

GETTING STARTED

- Exploring the Word window
- Creating and saving documents
- Printing Documents
- Getting Help

MOVING AND COPYING TEXT

- Selecting text
- Cutting, copying, and pasting text
- Finding and replacing text

CREATING AND MANAGING TABLES

- Creating tables
- Working with tables
- Modifying tables

PROOFING AND PRINTING DOCUMENTS

- Checking spelling and grammar
- Previewing and printing documents

EDITING DOCUMENTS

- Opening and navigating in documents
- Automated tasks
- Editing text
- The undo and redo commands

FORMATTING CHARACTERS AND PARAGRAPHS

- Character formatting
- Using tabs
- Paragraph formatting
- Advanced paragraph formatting

CONTROLLING PAGE LAYOUT

- Creating headers and footers
- Working with margins
- Working with page breaks

WEB FEATURES

- Saving documents as web pages
- Working with hyperlinks
- Emailing documents



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