

INTRODUCTION TO MS WORD



Computer Smart TRAINING CENTRE

Learning Outcomes: At the completion of this course, students will have a basic understanding of the principals of using a word processing document including navigating around the document, formatting the document and working with text.

Pre-Requisites: Basic keyboard, mouse and Windows skills required.

Getting Started:

- Using Menu Commands
- Using Keyboard Shortcuts
- Using The Toolbars
- Using The Shortcut Menus
- Using The Ruler And Status Bar

Creating A Document :

- Creating A Blank Document
- Typing Text
- Typing Numbers
- Inserting A Date
- Spelling And Grammar Checking
- Saving A New Document
- Creating A Document Based On A Template

Working With A Document:

- Navigating With The Keyboard
- Scrolling Through A Document
- Document Views
- Page Zooming
- Simple Editing
- Formatting Marks
- Saving And Closing A Document
- Printing A Document

Working With Text:

- Selecting Text Using Mouse
- Selecting Text Using Keyboard
- Insert And Overtyping Modes
- Deleting Text
- Cutting And Pasting
- Copying And Pasting
- Find And Replace
- Using Undo
- Inserting Symbols

Formatting Text:

- Formatting Essentials
- Toolbar Formatting
- Quick Alignment
- Instant Bullets And Numbers
- Increase And Decrease Indent
- Quick Fonts
- Changing The Text Colour
- Using The Format Painter
- Paragraph And Line Spacing

Getting Help:

- The Help Task Pane
- Searching For General Help
- Searching For Specific Help
- Displaying / Using The Office Assistant
- Customising The Office Assistant
- Disabling The Office Assistant

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