

Desktop application

MICROSOFT WORD 2007-2016 LEVEL 1



Course content

The Word Interface

- > Microsoft Office Backstage View
- > The Quick Access Toolbar
- > The Ribbon, Tabs and Tab Groups
- > Customising the Ribbon
- > Dialog Launchers
- > Contextual Tabs
- > Themes and Galleries

Creating and Editing a New File

- > Entering and Editing text
- > Selecting text
- > Efficient use of the mouse and keyboard
- > Saving and naming documents

File Management

- > Locate and open existing documents
- > Create Folders
- > Save documents in different formats
- > Delete, copy and rename files

Character Formatting

- > The Mini Toolbar
- > Live Preview
- > Change Fonts and Font Sizes
- > Using Format Painter

Paragraph Formatting

- > Justification
- > Indentation of Paragraphs
- > Line and Paragraph Spacing
- > Accessing Help Topics

Tables

- > Create and Modifying a Table
- > Entering data into a Table
- > Table Tools
- > Merging and Splitting table cells

Page Layout and Printing

- > Setting margins
- > Paper size options
- > Inserting Page Breaks
- > Print and Print Preview Options

Text Processing

- > Copy and Paste
- > Spell and Grammar Check

Course objectives

To introduce participants to basic word processing techniques and terminology, and to provide them with the skills required to use Word effectively and with confidence in their work environment.

Course type

Instructor-led hands on training with all delegates using a computer.

Course duration

One day

Pre-requisites

A basic familiarity with the Windows environment and use of keyboard / mouse will be assumed.