



Microsoft Word – Beginners

About this course

This course is intended for anyone who is new to Microsoft Word or who is an occasional word user. The course will cover some common everyday tasks and functionality such as creating word documents, indentation, fonts, shortcut keys, printing and saving and more. Upon completion participants will be able to perform some everyday work tasks with ease and automate much manual efforts for maximum efficiency.

Duration: 1 day

Learning outcomes

Upon completion of this course participants will be able to:

- Open, save, close and print a word document
- Insert, update, delete and format text
- Paragraph alignment, tabs and spacing
- Shortcut keys
- Have control over document layout
- Move text/images around the page and to other documents
- Create simple efficiencies in their work through using MS Word.

Who should attend

This course is suitable for those who have no experience using Microsoft Word or for those who are occasional users but never had formal training.

A pre-course questionnaire may need to be filled out. This will enable us to enhance the overall class experience.

Course syllabus

Module 1: Introduction to Word

- The application and use of Word in the Industry
- Opening and closing a word document
- Examining the word screen and ribbons
- Saving a word document
- Printing a word document

Module 2: Editing a word document

- Entering, inserting and deleting text
- Auto text feature and Auto correct feature
- Spell check
- Moving around the screen
- Inserting an image

Module 3: Font Formatting

- Font formats, colours and sizes
- Changing the default font format
- Format painter & other font ribbon options

Module 3: Paragraph Formatting

- Paragraph alignment and shading
- Show/Hide paragraph feature
- Paragraph shading
- Basic Bullets and numbered lists

Module 4: Paragraph Indents and Tabs

- Introduction to indents and tabs
- Setting and removing indents and tabs
- Troubleshooting tabs

Module 5: Copying texts and images

- Copy, cut and paste text and images
- Building templates
- Making dashboards interactive
- Copy, cut and paste between documents

Module 6: Page Layout

- Setting the page orientation.
- Setting margins, page size and section breaks
- Creating a document with different page settings

Module 7: Document Validation

- Validating your document & key things to look for.
- Spelling & grammar checking & common mistakes
- Adding a word to the dictionary
- Find and Replace
- Shortcut keys
- Create basic word templates