

This course is suitable for anyone new to Microsoft Word and also for those who may currently use Word from time to time but have a limited working knowledge of the application. Over one day, we will cover common everyday tasks utilising speed keys saving a huge amount of time; also we will troubleshoot problem areas such as working with tabulated lists (Tabs) and also setting paragraph Indents in the easiest way possible.

At the end of this course users will be able to use the everyday features of MS Word using the fastest methods available – mouse and speed keys. It will illustrate to even experienced users of MS Word that there are many quicker methods of performing everyday tasks.

Word Basics

- ✓ Introduction
- ✓ Layout of the Word Window
- ✓ Creating a Document
- ✓ Normal / Page Layout View
- ✓ Saving a Document
- ✓ Closing a Document
- ✓ Opening a Document
- ✓ Preview & Print a Document

Editing the Document

- ✓ Moving around the document
- ✓ Deleting and Inserting text
- ✓ Selecting text

Font (Text) Formatting

- ✓ Applying text effects
- ✓ Removing text effects
- ✓ The Format Painter
- ✓ Changing Font Defaults

Paragraph Formatting

- ✓ Paragraph Alignment
- ✓ Line Spacing
- ✓ Paragraph Spacing
- ✓ Automatic Bullet and Numbered Lists

Indents

- ✓ What are Indents?
- ✓ Setting Indents
- ✓ Removing Indents

Tabs

- ✓ What are Tabs?
- ✓ Setting Tab Stops
- ✓ Removing Tab Stops
- ✓ Modifying existing Tab Stops
- ✓ Setting Tabs with a Leader Character

Moving and Copying Text

- ✓ Using Drag and Drop Text
- ✓ How to disable Drag & Drop
- ✓ Using Cut, Copy, Paste
- ✓ Moving and Copying text between documents

Document Control

- ✓ Page Breaks
- ✓ Changing Margins
- ✓ Changing the Page Setup
- ✓ Section Breaks
- ✓ Different Page Settings in the same document

Automatic Features

- ✓ AutoCorrect
- ✓ AutoText
- ✓ Automatic Features that can be turned off

Proofing your Document

- ✓ Spelling and Grammar Check
- ✓ Find and Replace
- ✓ Summary of Speed Keys