



Microsoft Word Training

Microsoft Word Beginner

About The Course

This one day introductory course covers the basics of Microsoft Word, from basic navigation and creating a document through to tabs, tables and formatting. A hands-on approach is taken and the exercises are designed to impart relevant skills and knowledge by having participants work through real-life examples and scenarios.

Duration: 1 day

Class size: 10 students max

Times: 9:00am - 5:00pm

Price: Refer to our website for current course and package pricing

After the course?

Each student will receive:

- Certificate of completion
- Training manual
- 12 months FREE email support
- FREE class re-sit (if necessary)

Who Should Do This Course?

This course is primarily designed for people who need to know how to use Microsoft Word to create and edit a range of common documents for home and office use. Upon successful completion of the course, participants should be able to create documents including letters, memos, faxes, basic flyers and newsletters.

Prerequisites

No prior knowledge of Microsoft Word is required; however participants should have a general understanding of personal computers and the Windows operating system.

Content

Unit 1: Getting Started with Word

- Starting Word from the Desktop
- Understanding the Start Screen
- Creating a New Blank Document
- The Word Screen
- How Microsoft Word Works
- Using the Ribbon
- Showing and Collapsing the Ribbon
- Understanding the Backstage View
- Accessing the Backstage View
- Using Shortcut Menus
- Understanding Dialog Boxes

- Launching Dialog Boxes
- Understanding the Quick Access Toolbar
- Adding Commands to the QAT
- Understanding the Status Bar
- Exiting Safely from Word

Unit 2: Your First Document

- Creating Documents in Word
- Typing Text
- The Save As Place
- The Save As Dialog Box
- Saving a New Document on Your Computer

- Typing Numbers
- Inserting a Date
- Document Proofing
- Checking Spelling and Grammar
- Making Basic Changes
- Saving an Existing Document
- Printing a Document
- Safely Closing a Document

Unit 3: Working with a Document

- The Open Place
- The Open Dialog Box
- Opening an Existing Document
- Navigating with the Keyboard
- Scrolling Through a Document
- Page Zooming
- Viewing the Ruler
- Showing Paragraph Marks
- Counting Words

Unit 4: Working with Text

- Techniques for Selecting Text
- Selecting Text Using the Mouse
- Selecting Text Using the Keyboard
- Editing Text in Insert Mode
- Editing Text in Overtyping Mode
- Deleting Text
- Using Undo
- Using Redo
- Using Repeat
- Using Click and Type
- Inserting Symbols and Special Characters
- Understanding Find and Replace
- Finding Words
- The Find and Replace Dialog Box
- Replacing Words
- Performing Advanced Searches
- Using Go To

Unit 5: Cutting and Copying

- Understanding Cutting and Copying
- Cutting and Pasting
- Copying and Pasting
- Drag and Drop Cutting
- Drag and Drop Copying
- Using the Clipboard Task Pane
- Copying Between Documents
- Cutting Between Documents
- Pasting Between Documents
- Using Paste Special

Unit 6: Text Appearance

- Understanding Font Formatting

- Understanding Font Formatting Tools
- Working with Live Preview
- Changing Fonts
- Changing Font Size
- Increasing and Decreasing Font Size
- Making Text Bold
- Italicising Text
- Underlining Text
- Applying Strikethrough
- Subscripting Text
- Superscripting Text
- Highlighting Text
- Changing Case
- Changing Text Colour
- Applying Text Effects
- Using the Format Painter
- Using the Font Dialog Box
- Clearing Font Formatting

Unit 7: Working with Paragraphs

- Understanding Paragraph Formatting
- Understanding Text Alignment
- Changing Text Alignments
- Changing Line Spacing
- Changing Paragraph Spacing
- Indenting Paragraphs
- Outdenting Paragraphs
- Starting a Bulleted List
- Adding Bullets to Existing Paragraphs
- Removing Existing Bullets
- Starting a Numbered List
- Numbering Existing Paragraphs
- Creating a Multilevel List
- Removing Existing Numbers
- Borders and Shading Dialog Box
- Shading Paragraphs
- Applying Borders to Paragraphs
- The Paragraph Dialog Box Indents and Spacing
- The Paragraph Dialog Box Line and Page Breaks
- Using the Paragraph Dialog Box

Unit 8: Lists

- Understanding Lists
- Applying Bullets
- Defining a Bullet
- Modifying a Bullet
- Applying Numbering
- Defining a Number Format
- Renumbering a List
- Understanding Multilevel Lists
- Applying a Multilevel List
- Promoting and Demoting List Items
- Defining a Multilevel List

- Creating a Multilevel List Style
- Modifying a Multilevel List Style

Unit 9: Tabs

- Using Default Tabs
- Setting Tabs on the Ruler
- Modifying Tabs on the Ruler
- Setting Tabs in the Tabs Dialog Box
- Setting Tab Leaders
- Setting Bar Tabs
- Setting Mixed Tabs
- Removing Tabs

Unit 10: Working with Pages

- Changing Page Margins
- Setting Custom Margins
- Changing Page Orientation
- Changing Paper Sizing
- Setting Custom Paper Sizes
- Inserting Page Breaks
- Removing Page Breaks
- Inserting Page Numbers
- Formatting Page Numbers
- Removing Page Numbers

Unit 11: Printing Your Documents

- Understanding Printing
- Previewing Your Document
- Quick Printing
- Selecting a Printer
- Printing the Current Page
- Specifying a Range of Pages
- Specifying the Number of Copies

Unit 12: Printing Your Documents

- Understanding PDF Documents
- Saving a Document as a PDF
- Viewing a PDF File in Reader
- Opening and Editing a PDF in Word

Unit 13: Multiple Documents

- Opening Multiple Documents
- Switching Between Open Documents
- Arranging All
- Viewing Side by Side
- Synchronised Scrolling
- Resetting the Window Position

Unit 14: SmartArt

- Understanding SmartArt
- Inserting a SmartArt Graphic
- Inserting Text
- Indenting Text
- Changing the SmartArt Style
- Changing SmartArt Colours
- Changing a SmartArt Layout
- Adding More Shapes to SmartArt
- Resizing SmartArt

Unit 15: Getting Help

- Understanding How Help Works
- Using Tell Me
- Accessing the Help Window
- Navigating the Help Window
- Using Google to Get Help
- Printing a Help Topic

Looking for course dates?

To view a full list of course dates, please visit our website at www.dynamicwebtraining.com.au

Alternatively please contact our office on **1300 888 724**