

Meteor IT

Training Course Outline

Microsoft Word - Foundation

Duration: 3 hours

Overview and pre-requisites

Anyone who uses Microsoft Word to create documents will find this course useful to increase their efficiency by using more of the features available. By using these tools in the right way and allowing Word to do some of the work, the author can concentrate on improving the content of the document, and easily give the document a professional appearance.

All attendees are expected to have a working knowledge of the Microsoft Windows system, using the keyboard and mouse to navigate, select options and enter data. In addition they should be comfortable with the most basic application tasks such as creating a new file, entering text, applying simple formats (such as making text bold) and saving their changes.

Specific topics to be covered

Trainees will practice using several built-in features of MS Word:

- Use pre-formatted styles to format text
- Customise text formatting using different fonts, bold, italic, underline, and use the format painter and repeat functions to improve efficiency when doing this
- Insert international letters, other symbols and non-breaking characters
- Manage paragraph formatting, widow/orphan control, keep with next
- Use page and section breaks
- Insert and format a table, insert and delete rows and columns, manage page breaking
- Insert a picture from a file, and resize as required
- Add and change borders around tables, text and pictures
- Use proofing tools to check spelling and grammar in a document
- Change page setup and print the required parts of a document
- Use AutoCorrect and AutoText to save time and improve accuracy of text and consistency of formatting