# making *IT easier*

## Microsoft Word Core - Profile

# jargon

This hands-on course is suitable for users who need to gain a good working knowledge of Word. Delegates will master the core skills required for creating and formatting a variety of documents

## Pre-requisites

To fully benefit from this course, attendees are expected to be familiar with Windows and use of the mouse. Knowledge of a previous word processing package would be useful, although not essential.

## Who Would Benefit

New or inexperienced users of Word , those upgrading from a previous version of Word or migration from another word-processing package

## Objectives

On completion of the course, delegates will be able to:
- ☑ Create, save, open and close documents
- ☑ Format their documents to improve the look and layout
- ☑ Use tools to correct text and replace and automatically insert text
- ☑ Select various print options and print their documents
- ☑ Apply automatic bullets and numbering

**Course size:** Maximum 6 delegates

**Duration:** One day

## Course Content

### Exploring Word
Examining the Word Environment· Displaying and Hiding Toolbars · Changing Menu and Toolbar Options

### Basic Document Skills
Entering Text into a Document · Saving a New Document · Closing a Document · Creating a New Document · Opening an Existing Document · Scrolling using the Mouse · Moving using the Keyboard · Selecting Text · Using Insert Mode · Using Overtype Mode · Renaming an Existing Document

### Character Formatting
Applying Character Formatting · Bold, Italic, Underline · Font Size · Font Face · Highlighting Text · Format Painter · Changing Case

### Setting Tabs
Left, Right, Centre and Decimal Tabs · Setting Tabs · Deleting and Moving Tabs · Clearing All Tabs · Creating a Dot Leader Tab

### Numbers and Bullets
Creating a Numbered List or Bulleted List · Adding Numbers or Bullets to Existing Text · Removing Numbers or Bullets · Changing a Bullet or Number Style

### Printing
Previewing a Document · Printing · Printing the Current Page · Printing Multiple Copies

### Getting Help
Use the Office Assistant to get help with Word · Using Help Contents

### Basic Text Editing
Deleting, Finding and Replacing Text · Cut. Copy and Paste · Using Drag-and-Drop · Undo and Redo

### Checking Spelling and Grammar
Checking Spelling/Grammar as You Type · Adding to the Custom Dictionary ·  Running the Spelling Checker ·  Checking Spelling and Grammar

### Document Formatting
Inserting or removing Page Breaks · Changing the Document Margins, Page Orientation and the Paper Size · Changing the Vertical Alignment

### Using AutoCorrect and AutoText
Setting AutoCorrect Entries · Creating AutoCorrect Exceptions ·  Deleting an AutoCorrect Entry · Creating an AutoText Entry · Inserting an AutoText Entry · Deleting an AutoText Entry

### Document Views

Switching Document Views · Changing Document Magnification · Displaying/Hiding the Horizontal Ruler · Show/Hide Command · Displaying Documents on Screen Together · Switching between Documents · Normal & Page Layout View