



Focusing on...

The specific software training requirements of your workforce to maximising your workforce's efficiency

Microsoft Word Introduction

Course Outline

Course Prerequisites:

Individuals attending this course should be familiar with the general aspects of the Microsoft Windows environment (Windows 98, ME, XP, 2000, NT), and be able to use the keyboard and mouse. A basic understanding of File Management would also be beneficial, although this is not essential as basic guidance will be provided as the course progresses.

Aim:

On completion of this course you will be able to confidently use the essential features included in Microsoft Word to create and alter simple documents such as letters, memo's and fax's

Course Content:

Creating, saving, closing opening and printing of new and existing documents
 Modifying and altering text content, layout, and formatting throughout the document
 Applying and modifying line spacing and justification within a document
 Using the spelling and grammar checker correctly and the value of proofreading
 Move, copy, paste and delete a variety of text and sections within and across documents
 Applying and using bullets and numbering to create lists and sub lists items
 Changing and modifying the page layout and margins
 Using Headers and Footers to include page numbering, date, document file names ect
 A small number of short cut, tips and tricks will also be included in the course.

Course content may vary depending on prior or existing knowledge of Word by the candidates and may be adjusted accordingly for the benefit of course candidates.

Times and Refreshments:

Candidates attending should arrive at 09:00 as courses will start promptly at 09:30 and finish at approximately 16:30 hrs. A buffet lunch will be provided at the lunchtime interval, together with general refreshments throughout the day.

If this course outline does not meet your specific requirements please ask about our bespoke and customised training services which can be designed and built around your working requirements if required.

Candidate interaction and Q&A is welcomed throughout all our courses providing this is kept within acceptable boundaries of the course level being delivered.

All courses are delivered by our recognised **Microsoft Instructors**.

