

Microsoft Word Introduction

Our training in Microsoft Word is in modular form, so that you select specific modules for groups of users who do not require full course.

The approximate time to teach each module is included with details of the content. Accordingly you will be able to gauge fairly accurately the training time required for your specific needs.

The full course comprises approximately three training days:

- the first day is an **introductory** course aimed at first-time users
- the second and third days are intended for experienced users wishing to attain **intermediate** or **advanced** proficiency levels.

Module 1.1: Word Basics Lesson A. Introduction to Word	<ul style="list-style-type: none"> • A-1: Starting Microsoft Word • A-2: Exploring the application window • A-3: Orientation to the toolbars • A-4: Orientation to the menus • A-5: Using Tools, Options to adjust some default features
Lesson B. Creating a New Blank Document and the Basics of Entering Text	<ul style="list-style-type: none"> • B-1: Creating a new document, entering text, and identifying formatting marks • B-2: Using Tab, AutoComplete, Backspace, and the word-wrap feature while entering text
Lesson C. The Save As command	<ul style="list-style-type: none"> • C-1: Saving a document for the first time and closing a document
Lesson D. Opening and Editing a Document	<ul style="list-style-type: none"> • D-1: Opening a document and inserting text • D-2: Deleting selected text and a blank line • D-3: Replacing selected text • D-4: Saving changes to a document
Lesson E. Getting Help in Word	<ul style="list-style-type: none"> • E-1: Exploring Help
Module 1.2: Navigating in a Document Lesson A. Scrolling within a Document	<ul style="list-style-type: none"> • A-1: Using the different Views options in the Open dialog box • A-2: Navigating a document using the vertical scroll bar and keyboard techniques • A-3: Determining which page you're looking at; locating the insertion point
Lesson B. Searching a Document	<ul style="list-style-type: none"> • B-1: Using the Find command • B-2: Using the Replace command • B-3: Using the Go To command • B-4: Using the Select Browse Object button
Module 1.3: Additional Editing Techniques Lesson A. Using AutoCorrect	<ul style="list-style-type: none"> • A-1: Using the AutoCorrect feature • A-2: Creating an AutoCorrect entry • A-3: Deleting an AutoCorrect entry
Lesson B. Techniques for Selecting Text	<ul style="list-style-type: none"> • B-1: Using various selection techniques • B-2: Using the Undo and Redo commands
Lesson C. Moving Text	<ul style="list-style-type: none"> • C-1: Moving selected text using Cut and Paste • C-2: Copying and pasting selected text • C-3: Copying text from one document to another using Copy and Paste
Module 1.4: Character and Paragraph Formatting Lesson A. Basic Character Formatting Techniques	<ul style="list-style-type: none"> • A-1: Using the Formatting toolbar to apply and remove character formats • A-2: Changing the font and font size
Lesson B. Additional Character Formatting Techniques	<ul style="list-style-type: none"> • B-1: Using the Font dialog box; repeating character formatting • B-2: Using the Format Painter button to copy character formatting

	<ul style="list-style-type: none"> B-3: Using Paste Special to remove character formatting
Lesson C. Paragraph Formatting	<ul style="list-style-type: none"> C-1: Experimenting with paragraph alignments
Lesson D. Working with Indents, Numbered Lists, and Bulleted Lists	<ul style="list-style-type: none"> D-1: Setting and repeating indents D-2: Creating numbered lists; adjusting a hanging indent D-3: Adding bullets to selected text; customizing bullets
Lesson E. Line Breaks and Line Spacing	<ul style="list-style-type: none"> E-1: Comparing new paragraphs and new lines E-2: Changing line spacing E-3: Using non-breaking spaces
Module 1.5: Introduction to Tabs and Tables	<ul style="list-style-type: none"> A-1: Using the default tab stops A-2: Using the ruler to set, move, and delete a tab stop A-3: Using different types of tab stops A-4: Setting a tab with a leader character
Lesson A. Working with Tabs	
Lesson B. Creating a Table	<ul style="list-style-type: none"> B-1: Creating a table B-2: Entering text in a table
Lesson C. Editing Tables	<ul style="list-style-type: none"> C-1: Adding a row and a column C-2: Changing column width by dragging column boundaries C-3: Deleting a row and a column
Module 1.6: Controlling Page Appearance	<ul style="list-style-type: none"> A-1: Creating a header and footer A-2: Editing the header and footer
Lesson A. Headers and Footers	
Lesson B. Modifying Margins	<ul style="list-style-type: none"> B-1: Changing the margins B-2: Using Zoom to change the magnification
Lesson C. Page Breaks	<ul style="list-style-type: none"> C-1: Inserting manual page breaks C-2: Deleting a manual page break
Module 1.7: Tools and Printing	<ul style="list-style-type: none"> A-1: Checking the spelling of an entire document A-2: Using the Automatic Spell Check feature A-3: Using the thesaurus and the Word Count tool
Lesson A. Using Proofing Tools	
Lesson B. Printing a document	<ul style="list-style-type: none"> B-1: Using Print Preview to view multiple pages B-2: Editing the document in Print Preview B-3: Printing a finished document
Lesson C. Envelopes and Labels	<ul style="list-style-type: none"> C-1: Creating and printing envelopes C-2: Creating and printing labels