



# Microsoft Word

## 1 day

### Introduction Course

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#### **Aim of the course:**

To provide new users with an overview of basic document creation together with text formatting options and the use of the spell checker/thesaurus.

#### **Topics Covered**

##### **Getting started**

Toolbars and scroll bars Working with views  
Creating, opening, saving & closing a document  
Moving through a document

##### **Working with Text**

Editing and selecting text  
Formatting Text & Paragraphs  
Changing case  
Applying text effects

##### **Spell Check and Auto Tools**

Using the Spell check and Thesaurus  
Using Auto Text and Auto Correct

##### **Page Setup Options**

Paper Orientation  
Setting page breaks  
Applying headers and footers  
Inserting page numbers

##### **Moving/Copying Text**

Using Cut, Copy and Paste

##### **Printing Options**

Printing selected/entire text

##### **Bulleted and Numbered Lists**

Using bulleted and numbered lists  
Modifying a list  
Changing the list appearance

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Keyboard and Windows experience is strongly recommended for students attending this course.