Word

Essentials

Overview:

This practical hands-on course is designed for new users to Word. This course focuses on the specific word processing techniques used in day-to-day business. By the end of the course, participants will be confident in creating a variety of documents and using character and paragraph formatting and will be able to set and control layout of a document.

Prerequisites:

Participants should be familiar with the Windows operating system and basic mouse and keyboard techniques.

Who should attend:

This course is designed for people who are new to word processing or converting from another word processing program and need to learn the basics of Word.

Benefits:

- Develop confidence with working in Microsoft Word
- Learn how to write, edit, and design documents
- Format and edit text efficiently
- Manage page layout
- Ensure accuracy with spell check

Learning Outcomes:

- Design a document using the correct paper size
- Modify orientation to fit for purpose
- Familiarisation with the Microsoft Word interface and ribbon
- Create blank documents and documents based on a template
- Master basic formatting, selection and editing techniques
- Review and print basic documents

Version(s):

2010, 2013, 2016, 2019, O365

1 day

Course times:

9:00am-4:30pm

$ 429.00

To book this course:

Call: **1300-2-GO-CTS**

Web: www.ctstraining.com.au
Email: info@ctstraining.com.au

Certificate of Attendance
Non-accredited course

T: 1300-2-GO-CTS   **E: info@ctstraining.com.au**   **W: www.ctstraining.com.au**   **Venue: L19, 1 Eagle Street, Brisbane Q 4000**

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Content:

The Fundamentals

- Starting Microsoft Office Word
- Understanding the Interface
- Using Ribbons and Ribbon Tabs
- Minimizing the Ribbon
- Using the Status Bar and Mini Toolbar
- Right-click Menus
- Keyboard Shortcuts
- The Quick Access Toolbar
- Customizing the Quick Access Toolbar
- Ribbons and Task Groups
- Entering text and deleting text
- AutoCorrect
- Understanding paragraphs
- Spell Check as you go

Document File Management

- Using Ribbons and Ribbon Tabs
- About Option Buttons
- Minimizing the Ribbon
- Opening and Closing Files
- Saving files - Save and Save As
- Document file types
- Using the Recent Documents list
- Switching between open documents
- Using Help

Creating New Documents

- Creating a Blank Document
- Using templates
- New Documents from existing documents

Editing Techniques

- Moving around a document effectively
- Selecting Text and selection shortcuts
- Copying and Moving Text
- Cutting, Copying, and Paste
- Using Paste options
- Using the Clipboard to store multiple items
- Dragging and Dropping Text
- Finding and Replacing Text
- Using Click and Type

Formatting Techniques

- Formatting Text
  - Font Type, Size and Colour
- Formatting Paragraphs
  - Alignment
  - Paragraph Spacing and Line spacing
  - Copying pragraph formats
  - Indenting / unindenting / First line indent
  - Using Shading effectively
  - Paragraph borders

Page Layout

- Inserting Manual Page Breaks
- Margins
- Orientation - Portrait and Landscape
- Page Size
- Vertical Alignment

Proofing Tools

- Setting the Language
- Spelling and Grammar
- Spell check options

Tabs

- Using Tab stops effectively
- Adding tab stops
- Tab alignment options
- Creating a dot leader
- Moving and clearing tabs

Page Numbering

- Adding Page Numbers
- Basic Headers and footers
- Controlling starting number and page number style

Viewing and Printing

- Layouts - Web; Print; Reading
- Views - Outline; Full Screen
- Basic Viewing Tools
- Zoom and View Controls on the Status Bar
- Using Thumbnails
- Advanced Viewing Tools
- Showing Special Characters
- Using the Show/Hide Tools
- Using Print Preview
- Opening Print Preview
- Navigating Print Preview
- Print Preview versus Print Layout
- Using Page Setup
- Setting Margins
- Changing Paper Size
- Changing Orientation
- Printing a Document
- Using Basic Print Options
- Using Advanced Print Options
- Modifying Printer Properties

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