

THE IN-HOUSE TRAINING COMPANY

Word – introduction

Overview

This one-day workshop is designed to give participants an understanding of the fundamentals of Microsoft Word and its commands, with quick ways to enter text, control formatting and edit paragraphs.

Learning objectives

This course will help participants:

- Create, manage and save documents, files and folders
- Create paragraph lists, bulleted and numbered paragraphs
- Edit, modify and format paragraphs
- Create and format tables
- Use shortcuts to navigate documents
- Format the layout of documents
- Manage page headers and footers
- Insert and managing pictures and diagrams within a document
- Learn time saving tips and tricks to obtain a professional finish to documents
- Use printing options

Prerequisites

- No previous Word experience required
- Designed for Office 365, versions: 2016, 2013 and 2010

This workshop offers useful shortcuts and is therefore also suitable for those who are self-taught

Course format

A very practical, interactive one-day session for a maximum group size of 12. Comprehensive materials provided.

Workshop outline

1 Creating documents

- Getting help
- Creating and saving documents
- Accessing recently used documents
- Managing files and folders

2 Entering and editing text

- Inserting and editing paragraph text
- Cutting, copying and pasting text
- Using tool tips to manage content
- Applying and removing text formatting
- Correcting spelling and grammar

3 Creating paragraph lists

- Creating bulleted paragraphs
- Creating numbered paragraphs
- Managing bulleted and numbered lists

4 Modifying paragraphs

- Changing paragraph alignment
- Indenting a paragraph
- Adding borders and shading to paragraphs
- Formatting paragraphs using styles

5 Navigating documents

- Using shortcuts for navigating documents
- Using 'Go To' to navigate documents
- Finding and replacing text
- Changing to read view

6 Document layout

- Inserting page breaks
- Changing page orientation
- Adjusting page margins
- Adding borders to pages

7 Page headers and footers

- Inserting page headers and footers
- Using header and footer commands
- Inserting page numbers
- Using different first page

8 Inserting pictures and diagrams

- Inserting pictures from your computer
- Inserting online pictures
- Flowing text around a picture
- Changing a picture
- Inserting SmartArt diagrams
- Entering text into SmartArt

9 Inserting tables

- Using tabs to create tables
- Resizing and repositioning tables
- Inserting and deleting rows and columns
- Using a table's commands
- Changing a table's text direction
- Formatting tables

10 Printing documents

- Previewing and printing documents
- Using the printing tools
- Printing parts of a document

Any questions?

Please just give us a call on 01582 463463 – we're here to help!

Or visit www.theinhousetrainingcompany.com