


Word Essentials – 1 day		
<p>Course Objectives</p> <p>To learn the fundamentals of using Word. By the end of this course, students will be able to produce and store a document, access and retrieve data for editing and edit simple text to a required format and layout.</p> <p>Prerequisites</p> <p>It is recommended that students have basic experience with the underlying operating system, i.e. the ability to navigate the environment using a mouse and keyboard plus an understanding of computer file storage.</p> <p>Exercises</p> <p>This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.</p> <p>Microsoft Office Specialist Exam</p> <p>Following the Word Essentials and Word Intermediate course and with practise you will be in a position to take the Microsoft Office Specialist Exam – Word Core.</p> <p>The Advanced Word course topics need to be completed to take the Word Expert exam.</p>	<p>Word Orientation</p> <ul style="list-style-type: none"> • Menus and Keyboard Shortcuts • Using the Toolbars • Using Shortcut Menus <p>Working With A Document</p> <ul style="list-style-type: none"> • Navigating using Keyboard and Mouse • Document Views • Simple Editing • Formatting Marks • Previewing and Printing a Document • Using Go To • Performing a Word Count <p>Creating A Document</p> <ul style="list-style-type: none"> • Creating a Document • Typing Text and Numbers • Inserting a Date • Spelling and Grammar Checking • Saving Documents <p>Working With Text</p> <ul style="list-style-type: none"> • Techniques for Selecting Text • Insert and Overtyping Modes • Cutting, Copying and Pasting • Find and Replace • Using Undo and Redo • Click and Type • Drag & Drop • Inserting Symbols <p>The Office Clipboard</p> <ul style="list-style-type: none"> • Understanding the Office Clipboard • Configuring the Office Clipboard • Collecting and Pasting using the Clipboard • Concatenating to the Clipboard <p>Formatting Text</p> <ul style="list-style-type: none"> • Formatting Essentials • Quick Alignment • Instant Bullets and Numbers • Indenting • Using the Format Painter • Line and Paragraph Spacing • Widows and Orphans • Revealing Text Formatting <p style="text-align: right;">(Page 1 of 2)</p>	

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Working With Fonts

- Strikethrough
- Superscript and Subscript
- Changing Case
- Drop Capitals
- Applying Shadows to Text
- Applying Animated Text Effects

Working With Tabs

- Using Default Tabs
- Setting and Modifying Tabs on the Ruler
- Using the Tabs Dialog Box
- Tab Leaders
- Bar Tabs
- Setting Varied Tabs
- Removing Tabs

Borders and Shading

- Applying Borders
- Adjusting Border Styles and Weights
- Editing Borders
- Applying Quick Borders
- Applying Shading
- Applying a Page Border

Managing Documents

- Opening Multiple Documents
- Working with Multiple Documents
- Copying and Pasting Between Documents
- Renaming a Document

Working With The Page

- Page Margins
- Page Orientation and Paper Size
- Headers and Footers
- Formatting Headers and Footers
- Inserting Page Numbers
- Inserting Page Breaks

Customising Toolbars

- Understanding Toolbars
- Creating a New Toolbar
- Adding Tools to a Toolbar
- Deleting Tools and Toolbars

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