

Overview

In this course, you will learn how to use Word to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents.

Course Objectives

Participants will:

- Open, edit and save an existing Word document
- Create, edit, format and save a new Word document
- Understand the ribbon and dialogue box system
- Understand and use the more common ribbon functions
- Print a document
- Successfully complete assigned exercises

1) What is Microsoft Word, and why do we use it? How Can I use it?

- Getting Started Opening The Program
- The Word Environment

2) Working with Files

- Creating new documents
- Opening previously saved documents
- Saving your work *Handout #2 Saving a File*
- Typing Text *Handout #3 Keyboarding*
- Cursor & Insert Point
- Selecting Text *Handout #4 Mouse Click Training*
- Formatting Text and Paragraphs *Handout #5 Formatting Text*

3) Formatting Practice

- Indents and spacing
- Bullets and numbering
- Font type - size – color
- Italic
- Bolding
- Underlining
- Aligning

4) Editing

- Replacing text
- Copying Pasting or Moving Text
- Spelling and Grammar *Handout #6 Proofing your work*

5) Working with Tabs

6) Using Indents

7) How to use the Show/Hide feature

8) Printing

9) Format Painter

10) Inserting Tables into MS Word

Handout #8

11) Insert Clip Art and Pictures

Handout #9

12) Headers and Footers

Handout #10