

Microsoft Word

Introduction



PREREQUISITES

A working knowledge of Windows is required, or our Introduction to MS Windows course. No experience of Microsoft Word is required.

BENEFITS

At the end of this training course you will:

- Have a good working knowledge of Word basics.
- Feel more confident using Word and be able to create a document from scratch.
- Understand and use some of the built in layout and text editing functionality
- Enables you to produce far more striking and effective documentation in your work and home environments.
- Create documents that will be easier to read and look more presentable.

COURSE CONTENT

The Ribbon

- Tabs
- Groups
- Commands

The File Tab

- Introduction to the File tab
- New Documents and Word Templates
- Getting Help

The Quick Access Toolbar

- Adding Common Commands
- Adding Additional Commands with the Customize Dialog Box
- Adding Ribbon Commands or Groups
- Placement

Document Navigation

- Page Up, Page Down
- Skip words (CTRL and Arrow keys)
- GOTO (F5 function button)
- HOME and END (and use with CTRL key)

Enter & Format Text

- Vs Overwrite
- Apply Bold, Italic, Underline, Etc
- Create & Apply Styles
- Format Painter
- Cut, Copy, Paste

Paragraph Formatting

- Line Spacing, Tabs, Justification
- Indentation (inc Hanging Paragraphs)
- Bullets & Numbering (inc Nested Lists)

Tools

- Spell Check, Thesaurus, Word Count
- Find & Replace
- AutoText, AutoCorrect

Styles

- Create Paragraph Styles
- Apply Styles Using The Format Painter



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COURSE CONTENT (Contd.)

Tables

- Create New
- Merge & Split Cells
- Add Rows/ Columns
- Apply Borders & Shading
- Adjust Column Width And Row Height
- Sort Rows
- Convert Paragraphs into Tables

Organising The Document

- Changing Page Setup - Line Length, Orientation, Paper Size
- Editing Headers And Footers
- Switch Between Open Documents
- Templates



Mail Merge

- Create Form Letter
- Merge Letters To Printer/ Document
- Print Envelopes & Labels

