

MICROSOFT WORD INTRODUCTION



Corporate IT Course

LEARNING OUTCOMES

- Navigate the Word environment, including the Ribbon, Office Fluent interface, document views, and Help features.
- Open, create, save, close, and print documents, and recover or repair files as needed.
- Edit, select, and organise text efficiently using Undo, Repeat, and multiple selection techniques.
- Apply character and paragraph formatting, set page layouts, and manage margins, tabs, and page breaks.
- Create, format, and modify tables, including adjusting rows, columns, borders, and shading.
- Utilise Word utilities such as AutoCorrect, AutoText, AutoFormat, spell check, and cut, copy, and paste to streamline document creation.

COURSE OVERVIEW

This introductory Microsoft Word course equips participants with the skills to create, edit, and format documents efficiently. Delegates will learn how to produce professional-looking content, apply formatting changes, create and manage tables, and streamline their work using features like AutoCorrect to accelerate routine tasks.

The course is designed for users who want to improve their productivity and confidence in creating polished documents in Word. Perfect for First time and potential users of Word for Windows

TOPICS COVERED IN THIS COURSE

Exploring the Word Environment

Familiarise yourself with the Word interface, Ribbon, and Office Fluent features. Learn how to view documents effectively and access help when needed.

File Management

Open, save, close, and create new documents, including using existing files. Explore document recovery, repair options, and printing techniques including Print Preview.

Working with Multiple Documents

Manage several documents simultaneously, use the Tri Pane Review Panel, and switch between different views such as Print Layout, Web Layout, and Outline.

Editing and Selecting Text

Edit, delete, and navigate text efficiently using Undo and Repeat. Learn techniques to select words, sentences, paragraphs, and multiple sections of text.

Formatting Characters and Paragraphs

Apply character and paragraph formatting using the mouse, keyboard, and Format Painter. Adjust case, alignment, indentation, line spacing, and manage page breaks.

Document Formatting and Page Setup

Set margins, orientation, and tab stops, including dot leaders and various tab types for professional layouts.

Introduction to Tables

Create and format tables, adjust column and row sizes, apply shading and borders, insert or delete rows and columns, and use the Table and Borders toolbar effectively.

Utilities, Copying and Moving Text

Enhance efficiency with spell check, AutoCorrect, AutoText, Smart Tags, AutoFormat, and the Thesaurus. Learn to cut, copy, and paste text within and between documents.