



Microsoft Word 2007-2019/365

Level 1: Getting Started

1 Day Course

Training at Your Office

COURSE DESCRIPTION

If you're completely new to Microsoft Word, or you struggle to do anything more than the most basic of word processing tasks, this course will give you the skills you need to quickly and confidently create great documents. You will learn how to create professionally-formatted letters, reports and more.

Course Prerequisite: new, or self-taught and struggling Microsoft Word users. Knowledge of Windows basics and ability to use keyboard and mouse required.

COURSE TOPICS

Editing Text

- Moving The Cursor (Short Cuts)
- Adding And Deleting Text
- Replacing Text
- Selecting Text (Short Cuts)
- Selecting Vertical Blocks Of Text
- Using Undo And Redo
- Changing Views And Zoom
- Using Read Mode

Move And Copy Text

- Drag & Drop
- Paragraph Move
- Clipboard Cut, Copy, & Paste
- Move And Copy Between Documents

Fonts & Attributes

- Changing Case – UPPER, lower, Mixed
- Changing Type Styles for Some or All of a Document
- Sizing Text
- Setting Default Font
- Bold, Italic, All Underlining Options
- Superscript And Subscript
- Hidden Text

Paragraph Options

- Left, Centre, Right, & Justify
- Line Spacing
- Indents – First Line, Both Sides, Hanging
- Setting Tabs
- Dot Leader Tabs
- Using The Ruler For Tabs And Indents (Short Cuts)

Bullets & Numbered Lists

- Left Margin Bullets
- Indented Bullets
- Numbered Lists
- Multi-Level Numbered Lists
- Outline Numbering (Legal)

Page Setup

- Margins
- Paper Size
- Paper Orientation
- Paper Trays
- Page Breaks, Manual And Automatic

Views & Zoom

- Document Views
- Zooming Options

Spell Check

- Checking All Or Part Of A Document
- Adding Words To The Custom Dictionary
- AutoCorrecting Words

Save, Open, Close, And New

- Saving Documents
- Saving as a Template
- Creating PDF files
- Open Where You Left Off

Print & Print Preview

- Printing Options
- Number Of Copies, Pages, Etc.
- Preview Options



Phone: 905-722-5535
www.GumpTraining.com
info@gumptraining.com