

Word Foundation (2003/2007)

Proposed course outline

Learn the foundation skills required to successfully use Microsoft Word either to create your own document or to edit those created by others.

Courses are tailored to individual requirements but topics which may be covered include:

Introduction to Word

- Understanding the screen
- Using the Ribbon (menus)
- Working with Help

Entering text and moving around the document

- Entering text
- Scrolling and Zooming
- Changing view
- Switching on non-printing characters
- Finding text

Editing text

- Selecting text using quick methods
- Replacing
- Overtyping
- Cut, Copy & Paste
- Using Undo and Redo
- Spellchecking

Formatting

- Font formatting
- Borders & Shading
- Copying and clearing formatting
- Paragraph formatting
- Using the Ruler
- Indenting
- Working with tabs
- Applying Styles

•

Working with Lists

- Using and changing Bullets
- Using simple numbered lists
- Using multilevel lists

Page Setup and Printing

- Working with page breaks
- Using Headers & Footers
- Changing margins and page orientation
- Print Preview
- Printing documents or selections