WORD

SOFTWARE SKILLS TRAINING

COURSE OVERVIEW

You will learn how to:

- Get started in Word
- Work within a document
- Format a document
- Structure document layout
- Insert images in documents
- Create and format a table
- Document accuracy
- Print documents
- Produce professionally presented documents

Level:	Duration:
1	3 hours

Getting started
- Overview of the Word screen and examining the options available on the Ribbons.
- Examining different word processing views, scroll bars and zoom controls. Open documents.

Working within a document
- Navigating around a multi-page document.
- Techniques for selecting text in a document.
- Use a range of editing techniques to change or delete text within a document.
- Moving and copying text and paragraphs.
- Using keyboard shortcut combinations.

Formatting a document
- Make changes to text style, size and colour.
- Changing line spacing.
- Applying text alignments.
- Using bullets and numbering.

Structuring document layout
- Inserting page breaks into a document.
- Inserting page numbering.
- Using headers and footers in documents.
- Changing page orientation.
- Adjust margins in a document.

Inserting images into documents
- Inserting images from the computer/laptop.
- Inserting images from the Internet.
- Controlling the position of images within a document and text wrapping.

Creating and formatting a table
- Insert a table into a document.
- Adding text and adjusting column widths.
- Adjusting row heights within the table.
- Apply formatting to a table.

Document accuracy
- Using the built-in spelling and grammar checkers.
- Quickly correcting misspelt words.
- Ensure document grammar is correct.

Printing options
- Viewing a document in print preview.
- Printing out specific pages.
- Printing out selected text.
- Using page setup to make adjustments.

Producing a professionally presented document
- Checking document headings, paragraphs, line spacing and formatting.
- Saving document changes.