

Course Overview

In this 1-day course, you will learn the basics of word processing in Word. You will learn how to create and format memos, letters and multiple page reports. Specifically, you will learn how to edit text, print documents, work with various document views, copy and move text, set margins, create headers/footers, create page breaks, add page numbers, set tabs to create column formatted text blocks, type bulleted and numbered lists, spell check documents and add commonly used words, phrases and symbols to the AutoCorrect library for quick access in typing future documents.

Courses in the Microsoft Word Series

Word Level 1
- 1 day -

Word Level 2 & 3
- 2 days -

Course Preparation

Prerequisite Course: *Windows - Level 1* or equivalent experience.

Course Topics

Word Fundamentals

- Starting Word
- Viewing the Toolbars and Ruler
- Personalized Menus and Toolbars
- Using Word Wrap
- Using the TaskPane
- Using SmartTags
- Saving a Document
- Creating a New Document
- Accessing Online Help

Editing a Document

- Opening a Document
- Moving Through a Document
- Positioning the Insertion Point
- Selecting Text
- Typing and Inserting Text
- Deleting Text and Undoing an Action
- Replacing Text
- Moving Text with Drag and Drop
- Moving Text with Cut and Paste

Working with Document Text

- Inserting the Date Automatically
- AutoText Entries
- Viewing Nonprinting Characters
- Separating and Combining Paragraphs
- Aligning Paragraphs
- Copying and Pasting Text
- Changing Page Settings

Changing Text Attributes

- Changing the Case of Text
- Changing the Font and Font Size
- Repeat a Single Format Change
- Fun Animation Formats
- Using the Highlighter
- Turning on Bold, Italic and Underline

Creating Tab Columns

- Using a Default Tab
- Creating a Left-Aligned Tab
- Positioning Text using Tabs
- Creating a Decimal Tab
- Moving and Deleting Tab Stops

Creating Bullet Lists & Indenting Paragraphs

- Creating a Bullet List
- Creating Space Between Bullet and Text
- Changing Bullet Characters
- Changing Paragraph Indents

Creating Headers and Footers

- Displaying Page Layout View
- Redisplaying Normal View
- Creating Headers and Footers
- Creating Page Breaks
- Going to any Page

Previewing and Printing a Document

- Displaying Print Preview
- Choosing the Number of Pages to View
- Printing a Document

Using AutoCorrect and Spell Check

- Adding Words to AutoCorrect
- Using AutoCorrect and AutoFormat
- Removing AutoCorrect Words
- Spell Checking while Typing
- Using the Spelling Checker

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