

WORD ESSENTIALS

Microsoft Word - Stage 1

THE FIRST STEP IN BECOMING A PROFICIENT USER OF WORD

ABOUT THIS COURSE

This course has been designed as an introduction to creating Microsoft® Word documents. The aim is to ensure you gain a good grounding in all skills needed to create documents that are both professional in look and design.

IS THIS COURSE SUITABLE FOR YOU OR YOUR TEAM?

This course will suit anybody who will be creating or modifying Word documents in a business environment. The course content is designed for the non-technical user.

This course is for you if:

- You have never used Word before and would like to
- You would like to feel confident opening and making minor modifications to existing documents
- You haven't used Word for a while and need a refresher
- You need to create simple documents from scratch

LEARNING OUTCOMES

By the end of this course, you should be able to confidently:

- Open and update existing files
- Create **new documents**
- Insert, edit, cut, copy and paste **text**
- Change the **format settings** for the document, text and paragraphs
- **Insert images** into a document
- **Bullet and number** paragraphs
- Insert and update **basic Tables**
- Perform a **Spell Check**
- Set the **page setup** options to ensure the document **prints correctly**
- **Print** the document

AVAILABLE AS AN ONLINE LIVE SESSION

This course is designed for groups as an interactive online live session led by an instructor. Instruction follows a “hands-on” approach.

For online training please ensure you have access to the Internet, and your browser is the latest version of Microsoft Edge or Google Chrome. If you wish to follow along with the instructor, it is recommended that you have Microsoft® Word software installed and two screens or two computers available. One to follow along in Word, and the other to watch the instructor. The course is complemented with a step-by-step workbook.

COURSE PRE-REQUISITES

This course is designed for people who are proficient at using the Microsoft® Windows environment, a mouse and keyboard.

COURSE DURATION AND DELIVERY

Course delivery consists of 3.5 hours hands-on tuition. The duration is set for a maximum of 8 people online. For larger groups the duration may take longer. The course is delivered by a certified Microsoft® Office Specialist.

COURSE CONTENT

Topics covered in this course include the following:

GETTING STARTED

- Understand the components of the Word Window

DOCUMENT CREATION

- Create a new blank document
- Entering text & AutoCorrect
- Use the Undo and Redo commands
- Control Spelling & Grammar
- Adjust the paragraph alignment
- Save and Save to PDF

FORMATTING YOUR CONTENT

- Modify paragraph and line spacing
- Number and bullet paragraphs
- Change the Font settings
- Use the Format Painter tool
- Remove formatting from paragraphs

INSERT IMAGES

- Insert picture files
- Anchor and wrap text around images
- Insert images using Snipping Tools

CREATE BASIC TABLES

- Insert and format a basic Table
- Insert and adjust columns and rows
- View Table gridlines
- Align Table text

MODIFYING AN EXISTING DOCUMENT

- Open an existing file and make minor updates/edits
- Use 'Save As' to create a new document based on an existing one
- Find and Replace text
- Cut, Copy and Paste blocks of text
- Adjust margin and page orientation settings
- Insert and delete page breaks
- Insert automatic Page Numbering

PRINTING

- Preview a document before printing
- Print a single page, a range of pages or an entire document

WHAT PEOPLE ARE SAYING ABOUT THE COURSE

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"THANKS AGAIN FOR THE TRAINING"

I feel so much more at ease now with the application and I'm ready to start playing around with the tools more!

Robyn Garry - Personal Assistant

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"MANY THANKS!"

Many thanks for the time and effort you put into teaching us! Your easy-going attitude and simple straight forward examples make it much more fun to learn.

Sue Dikvert - Legal Secretary

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GET IN TOUCH WITH US

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