



Introduction to Microsoft Word

(Free manual provided in Adobe PDF format)

Course Objectives

At the end of the course participants will be able to:

- Open a new document and create a letter, save it for future reference and print it for mailing
- Open an existing document, change the wording and save changes
- Edit a document by changing the order of paragraphs using cut, copy and paste
- Use proofing tools such as Spell Check to check your document for accuracy
- Get additional assistance using Online Help

Course Outline

Word Orientation

- Starting Word
- The Word Screen
- Word Menus
- Word Toolbars

Creating a New Document

- Create a New Document
- Save a Document
- Close a Document
- Open a Document

Editing a Document

- Moving Around a Document
- Inserting and Overtyping Text
- Selecting Text
- Changing the Appearance of Text
- Undo Command
- Spell and Grammar Check

Enhancing a Document

- Cut, Copy and Paste Text
- Bullets and Numbers
- Indentation
- Inserting a Page Break

Printing a Document

- Print Preview
- Print a Document

Pre-requisites

No prerequisites but experience with a keyboard and mouse is desirable.