

This course covers the basics of Microsoft Word, and provides attendees with the skills necessary to create, edit, format and print basic documents. It also covers some of the automating features, designed to make working with Word quick and easy.

Pre-Requisites

It is recommended that students have basic experience with Microsoft Windows and have basic file management knowledge for saving and opening files.

Duration

1 Day

Cost

\$275 + GST per person

(Includes training manual, certificate, lunch, morning and afternoon tea.)

Contact Details

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Course Content

Getting Started

- Starting Word
- Word Screen Overview
- Using the Ribbon
- Using Shortcut Menus
- The Quick Access Toolbar
- The Office Button
- The Status Bar
- Exiting Word

Creating a New Document

- Using the Blank Template
- Typing Text
- Saving a New Document
- Inserting the Date
- Proofing the document
- Printing a Document
- Closing a Document

Working with Documents

- Opening an existing document
- Navigating with the keyboard
- Scrolling through a document
- Document Views
- Page Zooming
- Showing Paragraph Marks
- Previewing a Document
- Counting Words

Working with Text

- Selection Techniques
- Using Insert and Overtyping modes
- Deleting text
- Using Undo, Redo, Repeat
- Inserting Special Characters
- Find and replace

Cutting and Copying

- Cutting and Pasting
- Copying and Pasting
- Drag and Drop Cutting
- Drag and Drop Copying
- Using the Clipboard Task Pane
- Using Paste Special

Font Formatting

- Changing Font Type
- Changing Font Size
- Growing and Shrinking Fonts
- Using Bold, Italics and Underline
- Using Subscript and Superscript
- Changing Font Colour
- Using the Format Painter
- Clearing Font Formatting

Paragraph Formatting

- Changing Alignment
- Changing Paragraph Spacing
- Changing Line Spacing
- Creating Bulleted or Numbered Lists
- Indenting Paragraphs
- Shading Paragraphs
- Applying Borders to Paragraphs

Page Layout

- Changing Page Margins
- Setting Custom Margins
- Changing Page Orientation
- Changing Paper Size
- Inserting Page Numbers
- Inserting Page Breaks

Tables

- Understanding Tables
- Creating a Table
- Inserting Columns and Rows
- Deleting Columns and Rows
- Changing Column Widths
- Autofitting Columns
- Shading Cells
- Modifying Borders
- Choosing a Table Style

Printing

- Understanding Printing
- Print Previewing
- Quick Printing
- Setting Print Options

Getting Help

- Understanding How Help Works
- Accessing the Help Windows
- Browsing for Help
- Working with Screen Tips
- Other Help Options