

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

- Opening Word 2003
- Word 2003 Screen Overview
- Using Menu Commands
- Using Keyboard Shortcuts
- Using the Toolbars
- Using Shortcut Menus
- The Status Bar
- Exiting Word

Navigation Techniques

- Navigation shortcuts
- Scrolling through a document
- Document Views
- Page Zooming

Working with Documents

- Opening an existing document
- Creating a new document
- Typing Text
- Typing numbers
- Inserting a date
- Saving a Document for the first time
- Saving an Existing Document
- Closing a document
- Creating a document based on a template
- Working with multiple documents

Editing a document

- Selection Techniques
- Using Insert and Overtyping modes
- Non-printing Characters
- Deleting text
- Checking the Spelling and Grammar
- Using Cut, Copy & Paste
- Find and replace
- AutoCorrect
- AutoText

Printing

- Print Preview
- Printing a document
- Changing Print Settings

Text Formatting

- Changing Font Type
- Changing Font Size
- Changing Font Colour
- Changing Text Appearance
- Using the Format/Font Menu
- Using the Format Painter

Paragraph Formatting

- Changing Alignment
- Changing Paragraph Spacing
- Changing Line Spacing
- Creating Bulleted or Numbered Lists
- Indenting Paragraphs
- Using the Format/Paragraph Menu

Page Formatting

- Changing Page Setup Options
- Creating simple Headers & Footers
- Inserting Page Numbers
- Inserting Page Breaks

Getting Help

- Using the Ask a Question Box
- Using the Help Task Pane
- Other Help Options