

# WORD FUNDAMENTALS

AVAILABLE IN OFFICE 365, 2019, 2016, 2013 & 2010



## Getting Started with Word

- ▶ Navigating the Word Interface
- ▶ The Ribbon & Commands
- ▶ Help & 'Tell me what you want to do'
- ▶ Creating New Documents
- ▶ Saving & Updating an Existing Document

## Navigating, Entering, Deleting & Selecting Text

- ▶ Moving Around a Document
- ▶ Inserting & Deleting Text
- ▶ Techniques for Selecting Text

## Formatting

- ▶ Formatting Text
- ▶ Copying Formats with the Format Painter
- ▶ Paragraph Alignment & Line Spacing

## Editing & Proofing Tools

- ▶ Cut, Copy & Paste Techniques
- ▶ Automatically Correcting Errors
- ▶ Correcting Spelling & Grammatical Errors
- ▶ Using the Thesaurus ★

## Tabs, Indents, Bullets & Numbers

- ▶ Creating, Modifying & Deleting Tab Stops ★
- ▶ Indenting Text
- ▶ Moving & Removing Indents
- ▶ Bulleted & Numbered Lists
- ▶ Applying Automatic Bullets & Numbers

## Changing Page Layout

- ▶ Adjusting Page Margins
- ▶ Landscape & Portrait Orientation
- ▶ Inserting Page Breaks
- ▶ Inserting Page Numbers, Headers & Footers

## Viewing & Printing Documents

- ▶ Changing View & Zoom Settings
- ▶ Using Print Preview Features ★
- ▶ Printing a Document

**Course Duration: 1 Day**

**Price Per Delegate: £195**  
(Public Scheduled Course)

**Price Per Course: £695**  
(On-Site at Customer Premises)

### Suitable For:

Those who need to create, edit and print professional documents such as letters, minutes and agendas in Microsoft Word.

### Learning Outcomes:

By the end of the course, delegates will be able to enter, edit and delete text, apply formats to text and paragraphs to enhance the appearance of documents, check documents for errors and use 'lists' to itemise data.

### Prerequisite Skills:

Delegates attending this course must be proficient with a mouse and keyboard and be able to confidently work within a Windows environment - minimise, maximise, open, close.

★ Feature not supported in Word online