Grapevine Computing

Microsoft Word – Formatting, Layout Techniques and Shortcuts

Duration: **One day**

Overview - The course highlights the many shortcuts that enable documents to be quickly created and formatted and techniques to speed up navigation are also introduced. The course will show how to use, amend and create your own bullet points, explain fully how to use the Format font and Format paragraph areas and show how to use tabs and tables. The course concludes with an exercise pulling together all the new techniques used.

Who Should Attend - This course is designed for either new users of Word or those who have primarily been using the system to create simple letters, memos or other documents.

Content

Getting Started

- Creating and saving Word documents
- Understanding the Word screen
- Different screen views
- Getting help
- Amending page orientation
- Changing margins

Creating Simple Documents

- Entering text
- Using word wrap around
- Aligning text
- Deleting, inserting text
- Inserting symbols
- Inserting the date and/or time

Using Bullet Points

- Adding bullet points
- Changing bullet points
- Creating your own bullet points
- Aligning bullet points

Error checking

- Using the spell checker
- Using the grammar checker
- Using copy and paste and cut and paste

Formatting Text

- Changing the style, colour and size of font
- Amending font features
- Using subscript and superscript
- Use format painter
- Changing case

Formatting Paragraphs

- Indenting text
- Adding paragraph spacing
- Adding line spacing

Printing

- Understand the print preview screen
- Understand the print dialog box
- Printing two pages on one sheet

Working with Tables

- Creating tables
- Moving around tables
- Deleting and adding rows and columns
- Merging and splitting cells
- Sorting data
- Using the tables and borders toolbar
- Formatting tables

Word Course Progression

Reports			
		Creating Professional Reports	
Word Processing	Formatting, Layout Techniques Shortcuts	Time Saving Features, Graphics and Longer Documents	Mail Merge, Forms and Reports