



## Getting Started with Microsoft Word

**Duration:** 15 hour(s)

**Level:** Beginner

**Target Audience** The target audience will be new Ms Word users who find themselves for the first time using the application or have learn by themselves some basic features of Microsoft Word

**Prerequisites** Basic knowledge of the use of a computer as well as the mouse and the keyboard.

### About this course

This course is designed to enable you to start using Microsoft Word at a convenient level and also to prepare professional document right at the start.

### Course Content

#### Part1: Getting Started

- The Word Window
- New Document
- Word Help

#### Part2: Navigation and Selection techniques

- Document navigation
- Selection techniques

#### Part3: Editing text

- Working with text
- The Undo and Redo commands
- Cutting, copying and pasting text

#### Part4: Formatting Text

- Character formatting
- Tab settings
- Paragraph formatting
- Paragraph spacing and indents
- Automatic formatting

#### Part5: Tables

- Creating Tables
- Working with table contents
- Changing table structure

#### Part6: Page Layouts

- Headers and Footers
- Margins



- Page Breaks

### **Part7: Proofing and printing documents**

- Checking spelling and grammar
- Using AutoCorrect
- Finding and replacing text
- Printing documents

### **Part8: Graphics**

- Adding graphics and clip art
- Working with graphics