

# Microsoft Word

## *Overview*

This one day course focuses on giving a good understanding of the functions of Microsoft Word, and can be delivered either on a 1:1 or group basis. By the end of this course, delegates will be able to use the main functions of Microsoft Word

The course can be tailored to meet your specific requirements and deal with any issues you may wish to address. To give you an idea of the course content, we could cover the following areas for you.

## *Course Content*

- Review Exercise;
  - Bullets and Numbering;
  - Creating an Outline List;
  - Borders, Lines and Shading;
  - Adding and Removing Borders/Shading;
- Working with Sections;
  - Creating a New Section;
  - Column Formatting;
  - Headers and Footers;
  - Page Numbering;
- Proofing Tools;
  - Automatic Spell Checking
  - Spell Checking Text or whole Documents;
  - Hiding Spelling and Grammar Errors;
  - Using the Thesaurus;
  - Finding and Replacing Text;
- Productivity Tools;
  - AutoCorrect, AutoText and Auto Formatting;
  - Applying Styles;
  - Creating Envelopes and Labels;
- Tables
  - Drawing a Creating a Table;
  - Modifying a Table;
  - Merging and Splitting Cells;

- Graphics;
  - Inserting Clip Art;
  - Using WordArt;
  - Creating Drawing;
  - AutoShape Objects;
  - Changing the Properties of Objects;
  
- Templates;
  - Creating Documents From Templates;
  - Creating and Modifying a Template;
  - Attaching a New Template;
  - Loading Global Templates;
  
- Word and the Internet;
  - Creating Hyperlinks;
  - Saving a Word document as a Web Page;
  - Creating a new email message with Word;
  - Sending documents via email.

### ***Outcomes***

Each delegate will receive individual feedback and will be asked to complete a personal action plan to identify key changes to implement and skills to practice.