



## Microsoft Word Training – Level 1 Course Contents - Duration: 1 Day

### What we will learn:

#### **The Word Screen**

- Toolbars
- The Menu Bar and Shortcut Menus
- The Ruler
- Copying Formatting using the Scroll Bars
- Format Painter
- Status Bar
- Help

#### **Creating Basic Documents**

- Inserting, Editing and Deleting Text
- Changing Case
- Undo/Redo
- Saving, Closing and Opening

#### **Proofing Tools**

- Spelling and Grammar
- AutoCorrect and AutoComplete
- Thesaurus
- Find and Replace

#### **Viewing and Printing**

- Normal and Print Layout Views

#### **Controlling Page Appearance**

- Zoom Control and Print Preview
- Document Navigation
- Printing all or part of a document
- Printing Envelopes and Labels

#### **Move and Copy**

- Cut, Copy and Paste
- Moving and Copying between Documents

#### **Character Formatting**

- Selection Techniques
- Bold / Italic / Underline
- Font Size and Colour
- Character Animation
- Highlight Text

#### **Paragraph Formatting**

- Paragraph Alignment
- Line and Paragraph Spacing
- Indenting Paragraphs
- Tabs
- Bullets and Numbering
- Borders and Shading
- Page Margins
- Page Orientation
- Page Numbering
- Page Breaks