

Microsoft Word 2019 / 365

Introduction Course

1 Day

OVERVIEW

During this course, students will learn how to create, edit, and enhance standard business documents using Microsoft Word.

WHO SHOULD ATTEND

This course is designed for students who wish to learn the basic operations of the Microsoft Word to perform their day-to-day responsibilities, and who want to use the application to be more productive in their work. It provides the fundamental knowledge and techniques needed to advance to using more complex Word features such as protecting your documents and usage of ligatures.

PREREQUISITE COMMENTS

Students should be familiar with using personal computers and have used a mouse and keyboard. Students should be comfortable in the Windows environment and be able to use Windows to manage information on their computer. Specifically, students should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

The following gives an outline of the course content. This is only a suggestion and may be tailored by the trainer on the day, to better suit the delegates requirements.

GETTING STARTED	PARAGRAPH FORMATTING
<ul style="list-style-type: none"> • Screen Layout • Ribbon and Quick Access Toolbar • Creating a New Document • Saving a Document • Open a Document 	<ul style="list-style-type: none"> • Alignment • Bullet Points • Numbering / Outline Numbering • Line Spacing
EDITING A DOCUMENT	BASIC STYLES
<ul style="list-style-type: none"> • Moving Around • Selecting and Modifying Text • Find and Replacing Text 	<ul style="list-style-type: none"> • Using a Style • Modifying a Style • Removing a Style
<ul style="list-style-type: none"> • Cut / Copy and Paste • Format Painter 	PROOF READING A DOCUMENT
FORMATTING TEXT	PAGE LAYOUT
<ul style="list-style-type: none"> • Changing Fonts • Font Sizes • Change Case • Borders and Shading 	<ul style="list-style-type: none"> • Landscape / Portrait • Margins • Headers and Footers
<ul style="list-style-type: none"> • Page Breaks • Mini Toolbar 	PRINTING
	<ul style="list-style-type: none"> • Print Preview • Printing Options

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