

Course Outline

MS Word Introduction and Intermediate 2 days

Course Description

This course is designed as a two-day course to provide a comprehensive introduction to the key features of Microsoft Word 2000, XP or 2003

Day 1

The Word Window

- Title, Menu and Tool Bars
- Ruler
- Views

Creating, Opening, Closing, Saving Documents

Entering, Editing, Moving, Copying Text

Text Formatting

- Toolbar and Menu
- Changing Case, shift+f3
- Special Characters Insert, Symbol
- Format Painter

Paragraph Formatting

- Alignment
- Indenting
- Bullets and Numbering

Finding and Replacing Text, Pages and Sections

Page Setup

- Margins
- Page sizes
- Page Breaks

Printing

- Print Preview
- Printer Selection

Day 2

Borders and Tables

- Use Format, Borders and Shading
- Inserting a Table
- Deciding rows and columns
- Merging cells
- Formatting with borders and shading

Columns

- Insert section break
- Format columns
- Use column break
- Revert after section break

Headers and Footers

- Create Headers / Footers
- Add Page No, Date/Time

Creating Templates

- Locked Templates
- Creating Fax Cover Page

Proofing Tools

- Spelling
- Grammar

AutoCorrect and AutoText

Basic Mail Merge

- using Word, Excel and Access

Either of the above days can also be offered as one-day courses:

Day 1

A basic introduction to word processing using Word

Day 2

An intermediate course for those wishing to extend their knowledge and skills