

# WORD COURSES



## FUNDAMENTAL SKILLS

### Level:

For beginners

### Prerequisites:

Basics of Windows (starting a program, maximising/minimising windows, closing a program, using the Windows file explorer).

### Audience:

Most suitable for people who create or edit 1-2 page documents.

### Aim:

of this course is to provide students with basic knowledge of Microsoft Word to achieve standard daily tasks. At the end of this course they will be able to create new short documents (such as letters), format font and paragraphs, and set the document up for printing.

### Overview:

#### Module 1: The Screen and Help

- Running Word
- The Word Screen
- Getting Help
- Changing Views / zoom

#### Module 2: File Management

- Creating a New Document
- Opening an Existing Document
- Saving & Naming a File
- Previewing Documents
- Printing Documents
- Closing Documents

#### Module 3: Editing Tools

- Navigating within a document
- Replacing Text
- Deleting Text
- Undoing
- Selecting Text
- Moving, Copying
- Drag & Drop
- The Office Clipboard

#### Module 4: Formatting Fonts and Paragraphs

- Applying Attributes
- Changing Font and Size
- Advanced Formatting Options
- Changing Case
- Paragraph Alignment
- Adjusting Line and Paragraph Spacing
- Indenting Paragraphs

- Setting Tabs
- Using the Format Painter

#### Module 5: Reviewing a Document

- Using the Auto Spell Checker
- Using the Spell Checker
- Using the Auto Grammar Checker
- Using the Grammar Checker
- Working with the Thesaurus
- Text Translation

### Venue:

Advantage  
Training Centre

46 Grey Street,  
Palmerston North,  
Manawatu 4410

### Duration:

Full day