



Microsoft® Word

Course Outline

Introduction Level

### Style of training

A structured, hands-on, tutor-led session using practical examples and exercises.

### Course aims and objectives

To provide delegates with the knowledge and key skills that will enable them to use Microsoft® Word confidently and competently. On completion, attendees should be able to create and format their own Word documents. They should also be comfortable using standard Word features such as tables, bullets, page breaks, headers and footers.

### Who should attend?

1. New users with limited (or no) experience of Microsoft® Word.
2. Self-taught users who would like to improve their skills, knowledge and confidence
3. Casual users who would like to update existing skills and pick up new tips and shortcuts

### Prerequisites

No previous experience of Microsoft® Word is required; however, basic keyboard skills and experience working within a MS® Windows environment would be an advantage.

### Course duration

1 day – Typically 9.30am to 4/4.30pm (We can be flexible with times to suit your needs)

### A selection of topics covered

A typical course at this level would include the following topics. If you require any specific topics not listed, we will be happy to tailor make a course to suit your needs.

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| ● Screen layout and navigation           | ● Using page breaks – Show / Hide button |
| ● Important keys on your keyboard        | ● Working with tables                    |
| ● Working with text – case options       | ● Printing options                       |
| ● Tips for highlighting (selecting) text | ● Headers and footers                    |
| ● Formatting text - aligning text        | ● Saving and file management             |
| ● Bullet and numbering lists             | ● Line spacing & paragraph spacing       |
| ● Tabbing and indenting text             | ● Introduction to mail merge             |

### Benefits to the individual and organisation

- ✓ Create, modify and print out your own professional documents, letters and reports
- ✓ Save time, get the job done quickly and efficiently
- ✓ Discover smart short cuts and valuable hints and tips
- ✓ Improve standards of presentation to portray a professional image
- ✓ Learn new skills and develop your IT confidence
- ✓ Add to your CV and improve your career prospects
- ✓ Do it properly - avoid time wasting and costly mistakes
- ✓ Stay ahead of the competition
- ✓ Save money. Investment in training pays for itself over and over again