

Course Objective

This course is designed to introduce the Learner to the basic commands and functionality of Microsoft Word. Upon successful completion of this course, the Learner should be able to:

- Navigate through Microsoft Word
- Look at the different views Word has to offer
- Use the Help in Word
- Become familiar with the Ribbon, Office button and Quick Access Toolbar
- Using contextual Menus and the Mini Toolbar
- Create, Save and Open a Document
- Use the different selection techniques
- Use the Delete options
- Apply formatting to text and a paragraph
- Set tabs and indents to align the text
- Spell and Grammar Check a document
- Copy and Move text to the Clipboard
- Be Introduced to Templates
- Set page size and orientation
- Print a document in Word

Prerequisites

A working knowledge of a Microsoft Windows operating system and have keyboard and mouse skill.

Delivery Method

Instructor led, group-paced, classroom-delivery learning with hands-on activities.

We provide manuals with each course with practice exercises and free support on information covered in the course.