



Dunston IT

Confidence in Training

# Microsoft Word Introduction

## Introduction - Getting Started

### Introduction

Microsoft Word is one of the world's best-selling Windows word processors. It takes full advantage of the Windows environment, offering a full range of WP facilities, graphics integration and linking to other Windows products.

### Objectives

To be able to create, edit and print documents and to be conversant with many of the basic formatting features. The knowledge gained will enable trainees to become immediately effective on their return to the office.

### Designed for

New users. No previous experience of word processing is necessary, although participants should have either attended our "Introduction to Windows" course or attained a similar level of proficiency.

### Duration

One day training course.

### Cost

£195 plus VAT

For further information call

**01252 406420**

[www.dunston.it](http://www.dunston.it)

### Topics

#### Introduction to Word

- ✓ Screen layout
- ✓ Menu and Toolbars
- ✓ Office Assistant interactive help
- ✓ Troubleshooting screen elements

#### Working with documents

- ✓ Navigating around documents
- ✓ Creating and Editing documents
- ✓ New Document task pane

#### Selecting and Editing text

- ✓ Copying and moving text
- ✓ Clipboard task pane
- ✓ Find and Replace
- ✓ Undo and Redo
- ✓ Using the Spelling and Grammar Checker

#### Formatting

- ✓ Characters, paragraphs, pages
- ✓ Tabs
- ✓ Line and Paragraph Indentation
- ✓ Bulleted and Numbered lists

#### Headers and Footers

#### Automatic Features:

- ✓ AutoCorrect
- ✓ AutoText
- ✓ AutoFormat

#### Tables

- ✓ Inserting and applying borders and shading

#### Printing

- ✓ Previewing documents
- ✓ Printing options

### Follow up

Word Intermediate - 1 day