4D Training

Word Introduction
(all versions)

Who would benefit?
This course is for anyone who needs to use MS Word to create simple documents.

Objective
To give you an introduction to some of the powerful, yet easy-to-use features of this word processing package.

Overview
We begin by looking at the Word screen and explain how to get things set up so that you can work efficiently. You will practise the basics of creating and editing a document, including how to insert text, numbers, dates, pictures and special symbols into Word documents. We will share lots of tips on how to align and format the document and finish by ensuring you can save, print and spell check a well presented document.

Content
- Discuss your individual objective(s) for the workshop
- Interface overview: the Start Screen, Ribbon, Quick Access Toolbar, Navigation Pane, Status Bar and general terminology
- Document management
  - Creating documents
  - Save documents in a variety of file formats
  - Use properties to aid file location
- Insert, cut, copy and paste text, dates, pictures, symbols
- Character formatting: bold, underline, font selection and size
- Paragraph formatting
  - Alignment: left, right, justify
  - Line spacing
  - Bullets and numbering
  - Indentation
  - Using pre-defined paragraph styles
- Tabulation: set and remove different types of tabs
- Page Setup
  - Control margins and page breaks
  - Simple headers and footers including page numbers
  - Orientation
- Spell and grammar check
- Auto Correct
- Find and replace facility
- Print management

Duration
One day