

## MS Word - Introductory Level

Microsoft Word 2013 combines a powerful word processing application with the user-friendly atmosphere of Windows. Training participants will learn the basics of creating, editing, and saving documents in our introductory level class.

This course introduces delegates to Word and covers the following topics:

- Create and save documents for easy retrieval
- Insert and delete text to edit a document
- Move, copy, and replace text
- Modify text for emphasis
- Learn document and paragraph formatting
- Set and remove tab stops to enhance document appearance
- Use margins, indents, bullets, and numbering to change text layout
- Format text into tabular columns, create and manage tables,
- Use templates and Style Sets to create and enhance documents
- Use error-checking tools
- Use Online Help

### Course Topics

#### Review Existing Knowledge

- Explore Users existing knowledge
- Explore users Work requirements

#### New Features in Word 2013

- Compatibility
- Forwards compatibility (Word documents created in earlier versions)
- Working in Compatibility Mode
- Backwards compatibility (Word documents created in version 2010)
- The Ribbon, Mini toolbar & Quick Access Toolbar
- Using the keyboard (Key Tips)
- Using the Arrow & TAB keys to Navigate the Ribbon
- Notes Regarding Old Shortcuts (previous versions)

### Audience

Those that have not used Word and wish to gain the basic so that they can start creating routine documents.

Those that have been using Word but have had no formal training and wish to prepare themselves for the Intermediate course.

### Course duration

One day

### Pre-requisites

Delegates should have an understanding of any of the following operating systems: Windows XP/VISTA/7/8 or 8.1



continued over 

## Course Topics continued:

### 1: Creating and Editing Documents

- Identifying Components of the Word Screen
- Creating and Opening Documents
- Moving the Insertion/Cursor Point
- Building and Editing Documents
- Selecting Text
- Replacing and Deleting Blocks of Text
- Moving and Copying Text
- Modifying Page Breaks
- Finishing Documents
- Previewing & Printing Documents
- Closing Documents

### 2: Formatting Text & Printing a Document

- Enhancing Text
- Applying Text Formatting Effects
- Removing Text Formatting
- Using Undo and Redo
- Using the Repeat Command to Apply Formatting
- Viewing and Copying Formatting
- Using Format Painter
- Using Bullets and Numbers
- Applying Bullets and Numbers as You Type

### 3: Formatting Documents

- Formatting Paragraphs
- Changing Line or Paragraph Spacing
- The Ruler
- Indenting Paragraphs
- Setting Tabs Using the Tabs
- Formatting Pages and Sections
- Setting Margins
- Inserting Page Numbers
- Inserting and Deleting Section Breaks
- Applying Page Setup Formatting to Sections
- Changing a Section's Page Numbering

### 4: Using Advanced Page Setup Techniques

- Creating Headers or Footers
- Creating Section Headers or Footers
- Using Styles and Templates
- Managing the Quick Style Gallery
- Using Templates to Create Documents

## Exam details

There is no exam at the end of this course.