



Introduction to Word

Length: 1 Day

Format: Instructor-Led, Classroom

Prerequisites: An understanding of Windows. Ability to use a mouse.

Objectives

- Exploring Word
- Developing Basic Skills
- Formatting the document
- Printing the document
- Using Bullets and Numbers
- Setting Tabs
- Working with AutoCorrect

Course Outline

Exploring Word

- Exploring the Word window
- Using tabs, ribbons and groups
- Working with the Quick Access Toolbar
- Making Word 2007 work with previous versions

Developing Basic Skills

- Moving the Insertion Point using the keyboard and the mouse
- Entering and editing text
- Selecting text
- Understanding word wrap
- Saving a new document
- Resaving a document
- Closing a document
- Creating a new document
- Using Undo and Redo
- Moving text or copying text using the mouse
- Moving or copying text using the Clip Board
- Copying text between documents
- Working with line spacing

Formatting the Document

- Bolding, underlining, and italicizing text
- Changing the font and font size
- Aligning text left, center, and right
- Indenting text from the margins
- Using the Format Painter

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Printing the Document

- Previewing the document
- Adding an Envelope to a letter

Using Bullets and Numbers

- Adding numbers or bullets to a list
- Typing a numbered or bulleted list
- Adding items to a numbered or bulleted list
- Removing items from a numbered or bulleted list
- Changing the bullet style
- Removing numbers or bullets from a list

Setting Tabs

- Using preset tab stops
- Setting a tab stop
- Deleting a tab stop
- Moving a tab stop

Working with AutoCorrect

- Understanding AutoCorrect Options
- Creating an AutoCorrect Entry

What Comes Next

- **Intermediate Word**
- **Introducing PowerPoint**

Note

Please use the content in these outlines as a general guide as to the topics that will be taught. We cannot guarantee that all the topics listed in an outline will be covered during your particular class. Based on student need, your instructor may have to adjust the course content to suit your class, unexpected events, as well as the composition and skill level of the students in attendance.

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