

Microsoft Word Level One

The Essentials

One Day 8am to 12.30pm | \$295+GST per person | Maximum 2 in the class

The Level One course contains the Essential information that all Word users require. It is suitable for beginners, those that are self-taught and wanting to fill the gaps in their knowledge, or those who have not attended a Word course in a very long time or those making the transition from an older version of Word. The aim of this course is to provide participants with a strong introduction to creating and working with Word elements and documents, and how to use the most essential Word tools. Participants will be taught quick and easy ways to achieve results and will create documents that include character formatting, paragraph formatting, bullets and numbering and tables. A knowledge of Windows is required, and all participants must be competent with a keyboard and mouse.

COURSE CONTENT

INTRODUCTION to the WORD SCREEN

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| <input type="checkbox"/> MANAGING THE QUICK ACCESS TOOLBAR | <input type="checkbox"/> WORKING WITH THE RIBBON AND SCREENTIPS |
| <input type="checkbox"/> RULERS & SCROLL BARS | <input type="checkbox"/> STATUS BAR AND ZOOM CONTROLS |

FILE MANAGEMENT

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|--|--|
| <input type="checkbox"/> CREATING NEW DOCUMENTS | <input type="checkbox"/> MOVING BETWEEN OPENED DOCUMENTS |
| <input type="checkbox"/> PAGE SETUP; MARGINS, GUTTER & ORIENTATION | <input type="checkbox"/> SAVE & SAVE AS |
| <input type="checkbox"/> PRINTING AND OPENING DOCUMENTS | <input type="checkbox"/> WORKING WITH AUTOSAVE |

SELECTING and NAVIGATING TEXT

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| <input type="checkbox"/> SELECTING TEXT WITH THE MOUSE QUICKLY | <input type="checkbox"/> NAVIGATING & SELECTING WITH THE KEYBOARD |
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CHARACTER FORMATTING

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|--|--|
| <input type="checkbox"/> BOLD, ITALIC & UNDERLINE | <input type="checkbox"/> FONT, FONT SIZE & COLOUR |
| <input type="checkbox"/> FORMAT PAINTER | <input type="checkbox"/> SHRINK & GROW FONT |
| <input type="checkbox"/> STRIKETHROUGH & CHANGE CASE | <input type="checkbox"/> ALL CAPS, REPEAT, UNDO & REDO |
| <input type="checkbox"/> SUPERSCRIPIT & SUBSCRIPT | <input type="checkbox"/> CLEAR FORMATTING & FORMATTING OPTIONS |

TEXT MANIPULATION

| | |
|--|--|
| <input type="checkbox"/> CUT, COPY AND PASTE | |
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PARAGRAPH FORMATTING

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|---|--|
| <input type="checkbox"/> ALIGN TEXT RIGHT, LEFT, CENTER & JUSTIFIED | <input type="checkbox"/> INCREASE INDENT & DECREASE INDENT |
| <input type="checkbox"/> WORKING WITH THE INDENT MARKER | <input type="checkbox"/> FIRST LINE & HANGING INDENTATION |
| <input type="checkbox"/> LINE & PARAGRAPH SPACING | <input type="checkbox"/> BORDERS & SHADING |

BULLETS and NUMBERING

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|---|---|
| <input type="checkbox"/> CREATING AND MODIFYING BULLETS | <input type="checkbox"/> CREATING AND MODIFYING NUMBERING |
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AUTOCORRECT and SYMBOLS

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| <input type="checkbox"/> MANAGE AUTOCORRECT OPTIONS | <input type="checkbox"/> INSERT SYMBOLS & ASSIGN SHORTCUT KEYS |
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TABLES

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|--|---|
| <input type="checkbox"/> CREATE AND MODIFY TABLES | <input type="checkbox"/> BORDERS AND GRIDLINES |
| <input type="checkbox"/> INSERTING & DELETING ROWS AND COLUMNS | <input type="checkbox"/> MERGING AND UNMERGING CELLS |
| <input type="checkbox"/> ROTATING TEXT | <input type="checkbox"/> RESIZE COLUMNS AND ROWS |
| <input type="checkbox"/> BORDERS & SHADING | <input type="checkbox"/> TABLE QUICK STYLES AND TABLE STYLE OPTIONS |
| <input type="checkbox"/> SPLIT TABLE | <input type="checkbox"/> SPLIT CELLS |

VIEWS of a DOCUMENT

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|--|---|
| <input type="checkbox"/> DRAFT, WEB LAYOUT, OUTLINE VIEWS | <input type="checkbox"/> FULL SCREEN READING |
| <input type="checkbox"/> NAVIGATING AND ZOOMING IN PRINT PREVIEW | <input type="checkbox"/> VIEWING DOCUMENTS SIDE BY SIDE |
| <input type="checkbox"/> SYNCHRONOUS SCROLLING | <input type="checkbox"/> SPLITTING & ARRANGING WINDOWS |

TABULATION

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|--|---|
| <input type="checkbox"/> MODIFYING DEFAULT TABS | <input type="checkbox"/> CREATING VARIOUS TYPES OF TABS |
| <input type="checkbox"/> ENTER TEXT USING TABULATION | <input type="checkbox"/> REMOVING AND ADJUSTING TABS |

SPELLING, GRAMMAR and THESAURUS

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| <input type="checkbox"/> CHECK SPELLING AND/OR GRAMMAR | <input type="checkbox"/> USE THESAURUS |
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MICROSOFT WORD SHORTCUT KEYS