



Beginning Microsoft Word (1 Day)

COURSE GOAL: Provide the student an introduction to Word for Windows, and the necessary skills to create and edit documents.

PREREQUISITES: Beginning Windows, and/or equivalent skills.

LEARNING OBJECTIVES:

Students will be able to:

- Create and edit a simple document
- Setup a page layout
- Enhance characters within a document
- Print a document

STUDENT SELF ASSESSMENT:

Y	N	CAN YOU:
<input type="checkbox"/>	<input type="checkbox"/>	Use Word Menus
<input type="checkbox"/>	<input type="checkbox"/>	Retrieve, Edit and Save
<input type="checkbox"/>	<input type="checkbox"/>	Change Text Attributes
<input type="checkbox"/>	<input type="checkbox"/>	Copy, Move and Delete
<input type="checkbox"/>	<input type="checkbox"/>	Move around the document
<input type="checkbox"/>	<input type="checkbox"/>	Use Print Options
<input type="checkbox"/>	<input type="checkbox"/>	Use Spell Check
<input type="checkbox"/>	<input type="checkbox"/>	Block Text
<input type="checkbox"/>	<input type="checkbox"/>	Formatting Paragraphs

If you answered NO to three or more of these questions, you should attend this class.

KEY TOPICS:

I. Introduction to Word

- A. Starting Word
- B. The Word Window
- C. Toolbars and Views
- D. The Quick Access Toolbar
- E. Getting Help

II. Creating Documents

- A. Word Processors Vs. Typewriters
- B. Creating Documents
- C. Switching Between Documents
- D. Moving Around In A Document
- E. Saving and Closing
- F. Opening a Document
- G. Printing

III. Editing a Document

- A. Selecting Text
- B. Insert and Overtyping
- C. Cut, Copy, and Paste
- D. Drag and Drop Method
- E. Delete, Undo, and Redo
- F. Changing Case

IV. Proofing a Document

- A. Spell Check and Grammar
- B. Thesaurus

V. Formatting

- A. Character Formatting
- B. Formatting Paragraphs
- C. Page Setup
- D. Setting Tabs
- E. Bullets And Numbering

F. Borders And Shading

G. Format Painter

VI. Maximizing Productivity

A. Finding Text

B. Replacing Text

C. Go To