
MS WORD BASIC COURSE OUTLINE

This is a one-day course. The Learners work through examples with the Facilitator, practical exercises are completed during the training session.

Introduction	Text highlight colour
Getting yourself orientated with the Word screen	Superscript and Subscript
The Title Bar	Formatting a document using the Dialogue Box Launcher
The Ribbon	Adding font effects to text
Groups	Changing the character spacing of text
The Quick Access Toolbar	Formatting using the mini toolbar
Customising The Quick Access Toolbar	Formatting using the Format Painter
The Status Bar	Non-breaking spaces
Adjusting the zoom of the screen	Clear formatting
Word document views	Formatting Paragraph and Text alignment
Scroll bars	Formatting line spacing
The Ruler	Changing line spacing
Non-printing characters - the Show/Hide button	Changing the default line spacing
Mouse pointers and functions	Formatting paragraph spacing
Editing text	Changing paragraph spacing
The undo and redo command	Page layout and printing
Selecting in Word	Page orientation
Navigating in a Word document	Changing margins
The Go To command	Changing paper size
Closing a document	Changing page alignment
Starting a new document	Previewing a document
Hyphenating text	Printing a document
Opening an existing document	Using the cut, copy and paste commands
Navigating between open files	Using the copy and paste icons
Arranging multiple documents on the screen	Using the Clipboard
Saving documents	Using the Cut and Paste icons
Saving documents for the first time and creating a folder	Finding text
	Finding and replacing text
Saving changes to a document	Autocorrect
Saving a document as a copy	Spelling and Grammar check
Saving a document as a different type of file	Customizing Word to check uppercase
Converting a file	Thesaurus
Formatting a document	Applying Borders
Formatting a document using the Font group	Page borders
Changing the font style of text	Removing a border
Changing the font size of text	Shading paragraphs
Changing text attributes	Shortcut keys
Changing the case of text	
Changing the font colour	