



Presentation Software Training

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Microsoft Word: Introduction

Overview & objectives

This one-day course is designed to help you to obtain the basic skills required to create simple documents using Microsoft Word. A delegate will learn to create, edit, format, print and review short documents such as letters, memo's and reports.

Course Prerequisite

Microsoft Windows

Who should attend?

The course has been designed for delegates wanting to obtain basic skills in using a word processor to create, format and print basic documents such as letters, memo's and reports.

Course Outline

This course consists of 7 modules	
Module One	What is Word for Windows; Starting & Quitting Word; Understanding the Word Screen; Parts of the Word Screen - Menus; Toolbars; Dialog Boxes; Office Assistant; Help Menu; Switch Between Applications
Module Two	Creating a New Document; Non-Printing Characters; Insert Mode / Typeover Mode; Working with Multiple Documents; Switching between Documents; Saving Documents; Saving with File Properties; Closing a Document; Password Protect a Document; Opening an Existing Document; Splitting a Window
Module Three	Moving in a Document; Select Browse Object Button; Moving & Scrolling with the Keyboard; Go To; Selecting Text; Deleting Text; Undo & Redo; Cut / Copy / Paste; Drag & Drop; Editing; Copy from One Document to Another; Using Paste Special; Hyphenating Words; Use AutoText; AutoComplete; AutoCorrect; Page Breaks
Module Four	Find and Replace; Spell Check; Spelling Options; Grammar Check; Grammar Options; Thesaurus Proofing in Other Languages; Counting Words
Module Five	Using Styles; Formatting Characters; Highlighting Text; Changing Font / Size; Insert Symbols / Special Characters; Insert Date & Time; Format Painter; Superscript & Subscript; Hiding Text; Character Spacing; Character Case
Module Six	Alignment; Bulleted / Numbered Lists; Indentation; Line Spacing; Setting Tabs / Leader Tabs
Module Seven	Page Layout (Margins); Page Layout (Page Orientation); Page Layout (Paper Size); Inserting Page Numbers; Headers & Footers; Different Views; Print Preview; Printing

Additional Information

Duration	1 day
Cost	R915,00 (excl. VAT)
Includes	Comprehensive Manual Lunch & Refreshments Electronic Certificate (on successful completion of the course) Electronic Trainer Feedback Report Electronic Delegate Feedback Questionnaire

Presentation Software Training has been assessed and accredited as having satisfactorily met the MICT ETQA Specified Training Provider criteria. It provides an accepted benchmark of knowledge and skills, ensuring specified levels of competency and ability in terms of industry standards.
Accreditation Number - ACC/2007/02/603.