



**PST TRAINING (PTY) LTD**

# PST Training (Pty) Ltd

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## MS Word (Introduction)

### Overview

This one-day course is designed to help you to obtain the basic skills required to create simple documents using MS Word.

### Objectives

- Understanding the Word Interface
- Create, Edit and Save documents
- Navigate in a document
- Selecting text
- Using AutoCorrect, QuickParts and Find and Replace
- Formatting a document
- Adding Bullets and Numbering, changing Alignment, using Indents and Tabs
- Controlling document Printing

### Course Prerequisite

MS Windows & Internet (Introduction)

### Language of Delivery

English

### Delivery Methods

Course is facilitated by a competent & experienced subject matter trainer, who utilises the following techniques to ensure that the session is practical and experiential: Questions, Discussions, Exercises & Assessments.

### 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 the following 7 modules	
<b>Module 1</b>	What is Microsoft Word/Starting and Closing Microsoft Word/Understanding the Application Window/The Quick Access Toolbar/Customize the Quick Access Toolbar/The Status Bar/Zoom Controls/Using Help/Switching between Applications.
<b>Module 2</b>	Create a New Document/The Backstage View/Displaying Non-Printing Characters/Working with Multiple Documents/Switching between Documents/Recover Unsaved Files/Enabling Auto Recover and Autosave/Save a Document as a Protected File/Opening an Existing Document.
<b>Module 3</b>	Navigate in a document/Moving and scrolling in a Document/Using the Go To Command/Editing Text/Selecting Text/Deleting Text/Undo and Redo/Cut, Copy and Paste Text/Paste Options/AutoCorrect/QuickParts.
<b>Module 4</b>	Finding and Replacing Text/Spell Check/Setting Spelling Options/Grammar Check/Setting Grammar Options/Counting Words.
<b>Module 5</b>	Apply Character Formatting/The Font Dialog Box/Formatting using the Ribbon/Highlighting Text/Inserting the Date and Time/Using the Subscript and Superscript/Changing the Font Colour/Underlining Text/Adjusting the Character Spacing/Changing the Case of Text.
<b>Module 6</b>	Understanding Paragraph Formats/Alignment/Creating a Bulleted List/Creating a Numbered List/Customising Bulleted Lists/Creating Indents - Full Indent, First Line Indents and Hanging Indents/Paragraph and Line Spacing/Creating Tabs/Creating Leader Tabs.
<b>Module 7</b>	Changing the Page Layout/Setting Margins and Paper Orientation/Vertical Alignment/Paper Sizes/Inserting Page Numbers/Removing Page Numbers/Inserting Headers and Footers/Changing the Document View: Print Layout and Full Screen Reading/Print Preview/Change Zoom Level to view either One of Multiple Pages in Print Preview/Printing the Current Document.

### Additional Information

<b>Duration</b>	1 Day	
<b>Includes</b>	<ul style="list-style-type: none"> <li>• Comprehensive Manual</li> <li>• Lunch &amp; Refreshments (not applicable to on-site training)</li> <li>• Electronic Certificate (on successful completion of the course)</li> </ul>	<ul style="list-style-type: none"> <li>• Electronic Trainer Feedback Report</li> <li>• Electronic Delegate Feedback Questionnaire</li> </ul>