

## Word Intro

### Target Audience

This one day course is aimed at first time or inexperienced users of this word processing package. This course will provide the necessary skills to be able to produce simple documents and use short cuts and commands to speed up your work. Attendees should have experience of using a mouse and a keyboard.

### Course Details

This is a structured one day course with expert tuition, demonstrations and hands on practice.

A training manual or reference guide and appropriate exercises are provided.

### Course Objectives

- To enable the user to create and print out simple documents
- To create professional looking documents using different formatting
- To learn about short cuts and use the product efficiently

### Course Content

- Entering text, editing and saving
- Moving around and selecting text
- Applying formatting to text
- Aligning and indenting text
- Using bullets and numbering
- Printing and page setup
- Using tabs to line up columns of text and numbers
- Changing the margin measurements
- Headers, footers and page numbering
- Working with page breaks
- Using cut, copy and paste
- Using proofing tools (spell checker, grammar checker and thesaurus)
- Creating a basic table
- Configuring default settings
- Useful TIPS and SHORTCUTS