



Word Editing Documents

Duration: 3 Hours

Who should attend:

This course is our entry level Word course. It is designed to teach you how to update information in Word Documents that others have created. It is suitable for anyone new to Word or who wants to bring their fundamental skills up to scratch.

This course teaches you how to open and save documents, how to change your views of a document to see how it looks in printed view, and how to navigate through a document. You will learn how to use Cut, Copy and Paste as well as finding information within a document and replacing it with other information. You will also learn the basics of formatting your document. Finally you will learn to use the key proofing tools within a document including the spell checker.

Pre-requisites:

Delegates should be familiar with working in Windows. No knowledge of Microsoft Word is assumed.

Content

Word Basics

- Introduction to Word
- The Word User Environment
- Exploring the Ribbon
- Using Contextual Tabs
- Print Layout
- Full Screen Reading Layout
- Web Layout
- Outline
- Draft
- Zooming In
- Getting Help in Word

Creating, Opening and Saving Documents

- Creating a New Blank Document
- Entering Text
- Saving a Document
- Opening and Editing a Document
- The Save As Command
- Print Preview
- AutoSave

Navigating in a Document

- Scrolling in a Document
- Searching in a Document
- Additional Editing Techniques



Word Editing Documents

Techniques for Selecting Text
Moving and Copying Text
Rearranging Blocks of Text
Search and Replace Text

Text Formatting

Changing Font
Changing Font Size
Changing Font Colour

Using Proofing Tools

Spell Checking
Managing Dictionaries
AutoCorrect
Grammar
Thesaurus
Translations
Word Counts