



Course Outline

Microsoft Word Business Essentials

This hands-on course aims to give the learner a sound grounding in the use of Microsoft Word to create everyday documents required either at work or at home. Particular emphasis is placed on developing accurate and well-designed documents. The course begins by showing the learner how to navigate around Microsoft Word. It then quickly gets the learner to create a new document before moving onto features such as text manipulation & enhancement, creating and using tabs and tables, embellishing documents with clip art and pictures, creating multiple documents through merging, and printing documents.

At the completion of this course you should be able to:

- create a new document
- work with a document
- display documents using various views
- select and work with text in a document
- cut and copy information within and between documents
- use a range of font formatting techniques
- format paragraphs
- work effectively with features that affect the page layout of your document
- work with tabs
- create and modify tables
- insert and work with pictures in a Word document
- use the Mail Merge Wizard to perform mail merges
- print a document
- obtain help for Word whenever you need it
- create high quality document designs and layouts

This course assumes little or no knowledge of Microsoft Word. However, it would be beneficial to have a general understanding of personal computers and the operating system environment, especially in regard to working with files and folders.

Contents

Getting To Know Microsoft Word

Starting Word

The Word Screen

How Microsoft Word Works

Using The Ribbon

Using Ribbon KeyTips

Minimising The Ribbon

Understanding The Backstage View

Accessing The Backstage View

Using Shortcut Menus

Understanding Dialog Boxes

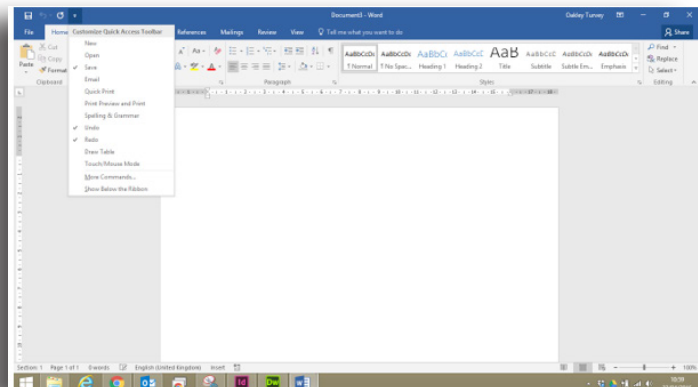
Launching Dialog Boxes

Understanding The Quick Access Toolbar

Adding Commands To The QAT

Understanding The Status Bar

Exiting Safely From Word



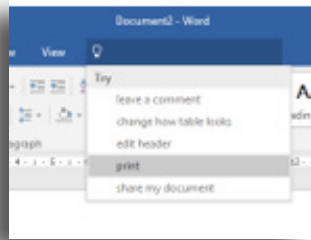


Creating A New Document

- Creating Documents In Word
- Using The Blank Document Template
- Typing Text
- The Save As Dialog Box
- Saving A New Document
- Typing Numbers
- Inserting A Date
- Document Proofing
- Checking Spelling And Grammar
- Making Basic Changes
- Saving An Existing Document
- Printing A Document
- Safely Closing A Document

Getting Help

- Understanding How Help Works
- Accessing The Help Window
- Browsing For Help
- Returning To The Home Page
- Using The Table Of Contents
- Searching Using Keywords
- Disconnecting Online Help
- Printing A Help Topic
- Working With Screen Tips
- Dialog Box Help
- Other Sources Of Help



Working With A Document

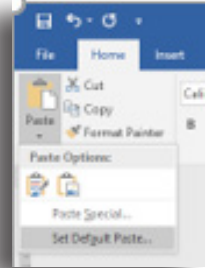
- The Open Dialog Box
- Opening An Existing Document
- Navigating With The Keyboard
- Scrolling Through A Document
- Page Zooming
- Viewing The Ruler
- Showing Paragraph Marks
- Counting Words

Working With Text

- Techniques For Selecting Text
- Selecting Text Using The Mouse
- Selecting Text Using The Keyboard
- Editing Text In Insert Mode
- Editing Text In Overtyping Mode
- Deleting Text
- Using Undo
- Using Redo
- Inserting Symbols And Special Characters
- Understanding Find And Replace
- Finding Words
- Replacing Words
- Using Go To

Cutting And Copying

- Understanding Cutting And Copying
- Cutting And Pasting
- Copying And Pasting
- Drag And Drop Cutting
- Drag And Drop Copying
- Using The Clipboard Task Pane
- Using Paste Special

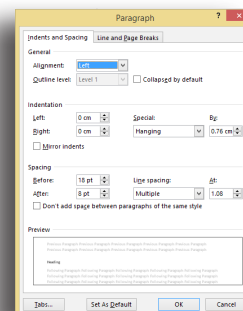


Font Formatting

- Understanding Font Formatting
- Working With Live Preview
- Changing Fonts
- Changing Font Size
- Growing And Shrinking Fonts
- Making Text Bold
- Italicising Text
- Underlining Text
- Applying Strikethrough
- Subscripting Text
- Superscripting Text
- Highlighting Text
- Changing Case
- Changing Text Colour
- Applying Text Effects
- Using The Format Painter
- Clearing Font Formatting

Paragraph Formatting

- Paragraph Formatting
- Understanding Text Alignment
- Changing Text Alignments
- Changing Line Spacing
- Changing Paragraph Spacing
- Indenting Paragraphs
- Outdenting Paragraphs
- Starting A Bulleted List
- Adding Bullets To Existing Paragraphs
- Starting A Numbered List
- Numbering Existing Paragraphs
- Shading Paragraphs
- Applying Borders To Paragraphs
- Using The Paragraph Dialog Box





Page Layout

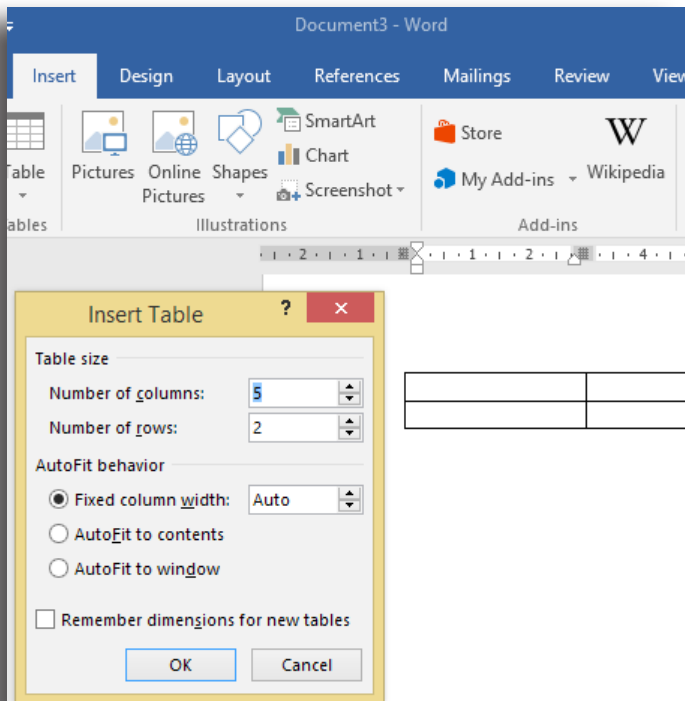
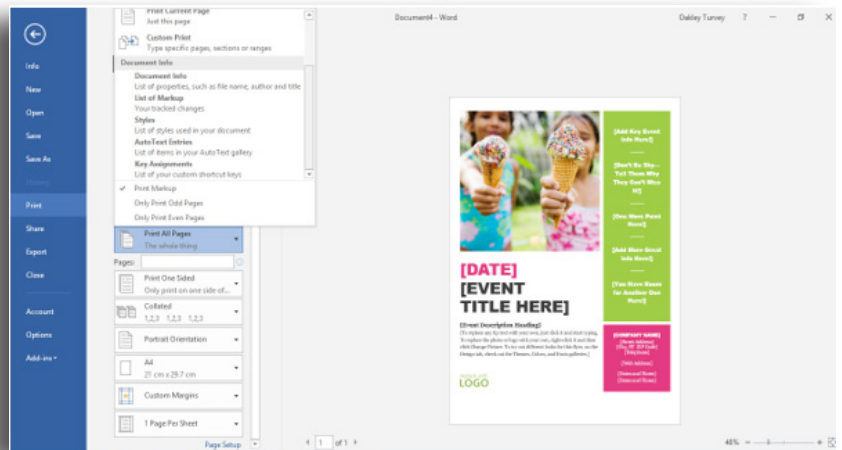
- Changing Page Margins
- Setting Custom Margins
- Changing Page Orientation
- Changing Paper Sizing
- Inserting Page Breaks
- Inserting Page Numbers

Tables

- Understanding Tables
- Creating A Table
- Adding Data To A Table
- Selecting In Tables
- Selecting Using The Mouse
- Inserting Columns And Rows
- Deleting Columns And Rows
- Changing Column Widths
- Changing Row Heights
- Autofitting Columns
- Shading Cells
- Modifying Borders
- Modifying Border Styles
- Choosing A Table Style

Printing

- Understanding Printing
- Previewing Your Document
- Quick Printing
- Selecting A Printer
- Printing The Current Page
- Specifying A Range of Pages
- Specifying The Number Of Copies



Concluding Remarks