WORD
Essentials

ON COURSE TRAINING

About this course

This course covers all the necessary skills to build a Word document from scratch.

You will learn how to work with text, formatting, layout and printing to produce professionally presented documents and importantly, you'll learn how Word behaves so that you can sort out problems yourself.

The course also includes useful advice on best practice and time saving tips to help you work faster and more efficiently in Word.

Not just a course for those who are new to Word – this course is invaluable to give a thorough understanding for existing users who tend to do things by 'trial and error' and maybe taking the long way around unnecessarily.

Get in touch

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What you'll learn

The Basics
- The Word Screen
- The Ribbon
- Document views
- Help
- Backstage view
- Shortcut menus

Quick Access Toolbar(QAT)
- Adding/removing buttons
- Moving the QAT

Working with files
- New Document
- Opening documents
- Saving & Save As PDF

Moving & selecting
- Moving around
- Selecting text

Editing text
- Inserting & changing text
- Delete vs Backspace
- Click & Type
- Undo & Redo

Copying & moving text
- Cut, copy & paste
- Paste options
- The Office Clipboard
- Drag & Drop

AutoCorrect
- Using AutoCorrect
- Stopping AutoCorrect
- AutoCorrect options

Find & replace
- Find text
- Find & replace text
- Find & Replace options

Formatting text
- Formatting fonts
- Clear formatting
- Format Painter

Formatting paragraphs
- Aligning paragraphs
- Paragraph spacing

Tabs
- Setting & moving Tabs
- Deleting Tabs

Indents
- Setting & moving Indents
- Deleting Indents

Bullets & Numbering
- Applying Bullets
- Customising bullets
- Applying numbers
- Customising numbers
- Stopping numbers & Bullets

Tables
- Uses for Tables
- Creating a Table
- Adding data
- Modify Table layout
- AutoFormat a Table

Document proofing
- Checking spelling & grammar
- Using the thesaurus

Printing
- Adding page breaks
- Print Preview
- Print settings

Level — Introduction

Duration — One Day

Versions — 2016/2019 Office 365