

Word

Foundation

Course Outline

The Microsoft Word Screen

- The Levels of Command Organisation
- Ribbon Tabs
- Groups
- Dialog Box Launcher

Starting to use Microsoft Word

- Opening and Closing Documents
- Saving Microsoft Word Documents
- Creating a New Document
- Help
- Creating Documents using Templates

Manipulating Text

- Select, then Format
- Selecting Text
- Undo and Redo
- Manipulating Text

The Clipboard

- Using the Clipboard

Text Formatting

- Font Type & Font Size
- Bold, Italic or Underline
- Subscript and Superscript
- Case Changing
- Highlighting
- Font Colour
- Format Painter
- Removing Formatting
- Special Characters and Symbols

Paragraph Formatting

- Paragraph Marks
- Line Breaks
- Aligning Text
- Indenting Paragraphs
- Line Spacing within Paragraphs
- Spacing Above or Below Paragraphs
- Applying Bullets to a List
- Applying Numbering a List

Borders and Shading

- Modifying Borders
- Modifying Shading

Finding and Replacing Text

- Finding Text

- Replacing Text

Tabs

- Tab Stops
- Setting and Removing Tabs

Styles

- Applying Styles
- Style Sets

Page Formatting

- Page Orientation and Paper Size
- Page Size
- Page Margins
- Page Breaks
- Headers and Footers
- Page Numbering
- Header and Footer Fields
- Cover Pages
- Hyphenation

Tables

- Inserting a Table
- Navigating within a Table
- Selecting Cells, Rows, Columns or the Entire Table
- Inserting and Deleting Rows and Columns
- Modifying Column Width or Row Height
- Modifying Cell Borders
- Adding Shading to Cells
- Modifying Cell Border Width, Colour and Style

Using Graphics within Microsoft Word

- Inserting a graphic, Shapes, SmartArt & charts
- Inserting a Screen Shot

Multiple Documents

- Switching between Documents
- Tiling or Cascading Documents
- Comparing Documents Side By Side
- Copying or Moving Selected Items between Documents

Mail Merge

- Starting the Mail Merge Wizard
- Merging a Mailing List to Produce Labels

For further enquiries please contact: training@datec.com.fj. Contact: Mobile: 8939942 / TEL: 3314411 (ext. 501).

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