

COURSE DESCRIPTION

INTRODUCTION

MICROSOFT WORD

Course Description

This course teaches students to understand and use the features of Microsoft Word. It is designed for new users.

Course Objectives

After completing this course, you should be able to:

- Introduction to Word for Windows
- Entering and editing text
- The File, Save As command
- Printing and closing a document
- Scrolling, moving, zooming in a document
- Using Help
- The Edit, Replace command
- Moving and copying text
- The Edit, Undo command
- Character formats, Fonts and font sizes
- Paragraph formatting--indents, line breaks, tabs
- Controlling page appearance--headers, footers, margins
- Using proofing tools--spelling checker, thesaurus, grammar checker
- Introduction to tabs and tables
- Inserting files and graphics

Skills to be Learned

Working in the Windows Environment

Creating, Editing, and Printing a Document

Opening, Saving, and Closing a Document

How to use the Help feature

How to read the dialog boxes

Working with the Button Bars

Formatting and page appearance Working with headers and footers