Word Introduction

This course will introduce new and existing users of Microsoft Word to the skills and knowledge needed to create common business documents including letters, memos and reports. You will also be introduced to Word's proofing tools for spelling and grammar as well as the automatic proofing and formatting tools such as AutoCorrect and AutoFormat.

Snapshot

Duration: 1 day

Version: 2010, 2013, 2016

Target Audience: New users of Microsoft Word

Prerequisites: An ability to work with Windows applications is required.

Learning Outcomes

At the end of this program you will be able to:

• Navigate the Word screens

• Create simple documents like letters and memos

• Make basic changes to a document

• Format text in a document

• Use proofing tools

• Use the online help system

Course Content

Getting to know Word

• Navigating the Word screens

• Using the ribbon commands and dialog boxes

Creating a new document

• Typing and editing text

• Checking spelling and grammar

• Saving a document

Working with a document

- Opening existing documents and making changes
- Selecting text blocks
- Using find and replace
- Copying and pasting

Formatting

- Text
- Paragraphs
- Pages

Using Autocorrect and AutoFormat

Using online help