



## Microsoft Word Foundation Course Outline



### Benefits

The course is designed for those who wish to gain a basic understanding of Microsoft Word.

### Objectives

On completion of the course, you will be able to create documents by inserting, editing, and formatting text. You will also be able to prepare documents for printing and save files for later use.

### Course Information

Duration: 1 day  
Venue: Concise Training Academy  
Participants: Maximum of 9 people

### Course Topics

#### Word Basics

- The Word Interface
- Quick Access toolbar
- Using Help

#### Fundamentals

- Inserting, editing and deleting text
- Understanding text features
- Using undo and redo
- Saving, closing and opening documents

#### Formatting Characters

- Selecting text
- Applying Font formats - Changing font type, size, colour, special effects, character spacing
- Changing the default font for all new documents

#### Formatting Paragraphs

- Aligning paragraphs
- Line and paragraph spacing
- Indenting paragraphs
- Creating and using tabs
- Applying borders and shading
- Applying bullets and numbering
- Using named paragraph styles

#### Using Move and Copy

- Using cut, copy and paste
- Moving and copying between documents
- Copy formatting using format painter
- Using Paste Special

### Who should attend?

You do not need any previous experience of Word but must have a basic understanding of PC's and use of the mouse and keyboard.

### Client Feedback

"I use word daily but being self-taught, I knew very little about its capabilities. Having been on the course, I now know what word can do." *Swagelock Manchester*

### Other Courses

Excel Foundation  
PowerPoint Foundation  
Outlook Foundation  
Basic Computing

#### Tables

- Create a simple table
- Add borders and shading
- Insert Rows and Columns

#### Page Appearance

- Page margins
- Page orientation
- Inserting page breaks
- Inserting page numbering

#### Proofing

- Using Find and replace
- Checking spelling and grammar
- Using Thesaurus
- Check the language for your document
- Understanding Autocorrect

#### Viewing and Printing

- Using Word views
- Zoom control
- Print Preview
- Printing options
- Publish a document by email
- Save a document as a PDF