

Microsoft Word 2013

Foundation Course



Course Outline

Application Window

- Understanding the Ribbon
- Customizing the Quick Access toolbar
- Features of the Word screen

Creating Documents

- Using 'Backstage' view
- Create, save and open documents
- Enter, edit and delete text
- Undo & Redo actions

Navigating and Selecting

- Navigation & Selecting techniques
- Hidden characters
- Using Find and Replace

Move and Copy

- Using Cut, copy and paste
- Using the Office Clipboard & Format Painter

Character Formatting

- Applying bold, italics and underline
- Changing font size and colour
- Highlight text & change case

Paragraph Formatting

- Alignment of paragraphs
- Line and Paragraph spacing
- Creating tabs
- Applying bullets, numbering & shading

Page Appearance

- Margins and Orientation
- Page numbering
- Inserting page breaks

Proofing Tools

- Spelling and grammatical errors
- Spell Checker & Thesaurus
- Using AutoCorrect & AutoComplete

Printing Options

- Document views
- Zoom and Print preview
- Printing pages or documents
- Print envelopes and labels

Is this the right level for you?

This course is suitable for delegates who are new to Word or are self-taught and wish to ensure the foundation of their Word knowledge is accurate and proficient. You must have a basic understanding of a MS Windows PC including keyboard and mouse familiarity.

What will you be able to do?

You will learn how to use the tools provided with Word to make typing, editing, correcting and printing your documents a quick and easy process.

Training Process

Delegates will be asked to carry out exercises during the training to reinforce their knowledge.

Booking Details

Email: training@firstpointconsultants.co.uk
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Website: www.firstpointconsultants.co.uk

Duration

1 Day

Course Reference

FCP/Word 2013/Foundation