

## Foundation Level – Covering the Basics

### 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

#### 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, moving and copying your text an easy process. As well as this you will identify quick tips for selecting text and navigating around your document. .

#### Training Process

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

#### Booking Details

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#### Duration

3 hours tuition

#### Course Reference

FCP/Word 2013/Foundation/HD01