

Foundation Level – Developing your Knowledge

Course Outline

Re-cap of “Covering the Basics” Course

- Revision exercise

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 have a little knowledge of Word and have attended the “Covering the Basics” course. 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 change the appearance of text on the page and control how text is displayed when printed. You will also identify how to use proofing tools to ensure that your document is print ready.

Training Process

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

Booking Details

Email: training@firstpointconsultants.co.uk
Telephone: 01923 547420
Website: www.firstpointconsultants.co.uk

Duration

3 hours tuition

Course Reference

FCP/Word 2013/Foundation/HD01