

## Word – Getting Started

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Course Duration 4 hours

### **Aim**

This session is designed to provide users with the skills necessary to use Word to create, edit and print a document.

### **Prerequisites**

Familiarity with the Windows environment, keyboard skills and mouse

### **Topics**

- ▼ Create, Edit, File & Print documents
- ▼ Use character formats including bold, underline & italics
- ▼ Move around your documents with ease
- ▼ Select text using the mouse or keyboard
- ▼ Use the Office Assistant and Help in Word
- ▼ Use Search & Replace to locate text
- ▼ Use short cut and "quick" keys
- ▼ Alter paragraph layout
- ▼ Save and retrieve documents and locate lost documents
- ▼ Use the Spelling Checker, Grammar Checker and Thesaurus
- ▼ Move & Copy blocks of text
- ▼ Use windows to work with more than one document on-screen
- ▼ Create and work with tables
- ▼ Autocorrect
- ▼ Create Indents
- ▼ Change margins and paper size for your document

