

Microsoft Word Beginners

All versions

Description

This course will teach you the Microsoft Word skills necessary to create common business documents professionally, efficiently and fast.

Duration

1 day online/onsite

Outcomes

You will be able to:

- Create, edit and format a document
- Save and print the document
- Apply paragraph and page formatting.

Unit Standards

SAQA US # 117924: Use a graphical user interface (gui)-based word processor to format documents (5 credits). NQF level 2.

Prerequisites

A knowledge of Windows

Course content

Module 1: The Microsoft Word environment

- The Microsoft Word screen
- Customise the Quick Access toolbar
- The Ribbon – tabs, groups and contextual tabs
- The File Menu
- Using different views
- Change the size of the document screen (zoom)
- Display non-printing characters (show/hide)
- Customise the status bar
- The mini-toolbar
- How to get help in Word

Module 2: Create and save a document

- Type text in a blank document
- Use the automatic spell and grammar checker
- Move through the document
- Selection techniques and shortcuts
- File management: save, close and open a file

Module 3: Edit a document

- Set defaults: font, Language, line spacing
- Delete text
- Use Undo
- Move and copy text
- Use the clipboard to collect and paste text
- Insert special characters

Module 4: Text formatting

- Manual text formatting: Bold, typeface, size, convert case, italic, underline, colour, superscript/subscript
- Alignment/Justification
- Find and replace

Module 5: Paragraph formatting

- Set tabs to align text
- Understand indenting
- Line spacing
- Apply bulleted and numbered lists
- Paragraph borders and shading
- Apply quick styles

Module 6: Page formatting

- Insert a page break
- Adjust margins
- Change paper size and orientation
- Add page numbering
- Add a header or footer

Module 7: Proofing and printing a document

- Spell-check the document
- Use the thesaurus
- Select a printer
- Preview and print the document
- Cancel printing