

1 Day

Course Overview

Kickstart your Word skills with our 1-day introductory course. Perfect for beginners, learn to create, edit, format, and proof documents in Microsoft Word. Gain confidence in navigating and customising Word, with practical tips from expert instructors.

Course information:

If you're a complete beginner at Microsoft Word, want to take a recognised Word course for qualification purposes or just want to start using Word to stay up to date with today's workplace needs, we can help you take full advantage of this widely used Microsoft application, the easy way. Let us help level up your skills with our introduction training course for Microsoft Word.

The Future Savvy 1-day Microsoft Word introduction course is perfect for beginner Microsoft Word users. The instructor-led course will help all novice computer users get up to speed with Word quickly. We'll show you how to navigate some of the most used features of Word, show you how to create a basic Word document, and help you navigate the most important Word tools you need to succeed. By the end of this beginner's course, you'll be comfortable with creating, saving, and sharing a new Word document. You'll also become familiar with using and customising the Microsoft Word interface for your needs thanks to some great hints and tips from our instructors.

What you will learn:

With this introduction Microsoft Word course, you will be able to:

- Create a Word document
- Edit documents
- Format text and paragraphs
- Add tables
- Proof documents
- and so much more

By the end of the 1-day instructor-led Microsoft Word introduction course, you'll know how start, edit, format and proof Word documents and go from beginner to experienced user in no time!

Course Outline

1. Getting Started with Word

- Identify the Components of the Word Interface
- Create a Word Document
- Use Document Views
- Help Features

2. Editing a Document

- Navigate and Select Text
- Modify Text
- Find and Replace Text

3. Formatting Text and Paragraphs

- Apply Character Formatting
- Align Text Using Tabs
- Display Text as List Items
- Control Paragraph Layout
- Apply Borders and Shading
- Apply Styles
- Manage Formatting

4. Adding Tables

- Title
- Format a Table
- Convert Text to a Table

5. Managing Lists

- Sort a List
- Renumber a List
- Customize a List

6. Adding Graphics

- Insert Symbols and Special Characters
- Add Images to a Document
- Add Media to a Document

7. Controlling Page Appearance

- Apply a Page Border and Colour
- Add a Watermark
- Add Headers and Footers
- Control Page Layout

8. Proofing a Document

- Check Spelling and Grammar
- Other Proofing Tools
- Check Accessibility
- Using Accessibility Features

9. Advanced Topics

- Customize the Word Interface
- Additional Save Options
- Manage Additional File Types