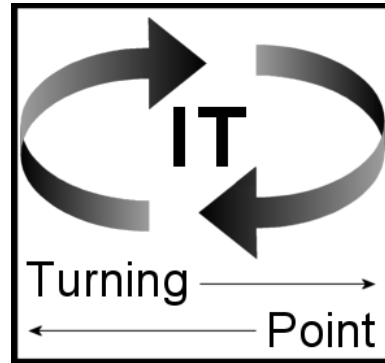


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## **Aspects of Microsoft Word**

### **Course Duration**

1 Day

### **Time**

09.30 – 16.30

### **Course Description**

Microsoft Word is the world's leading word processing package and part of the Microsoft Office Suite. Word makes common word-processing tasks simpler with its built-in intelligence. By recognising what you want to do, Word quickly produces the results you need, so you get more done in less time. You can create a simple memo to a large full scale health and safety handbook and anything in between.

### **Course Benefits**

The course will provide delegates with:

- ∞ A Initial understanding of Microsoft Word
- ∞ More productive workflow in the work environment
- ∞ Make the best of shortcuts in Word and use tools and features better

### **Course Objectives**

Upon successful completion of this course, delegates will have covered:

- ∞ Create, edit, print and save a documents as various types
- ∞ Navigate around word documents in a variety of ways, use AutoCorrect, Undo and Redo
- ∞ Use various selection methods to move and copy text using the Office Clipboard, cut, copy & paste, drag and drop
- ∞ Insert graphics and look at built in formatting tools
- ∞ Create, modify and enhance Tables in documents
- ∞ Create, modify and work with bulleted and numbered lists
- ∞ Create, modify and remove Tabs for alignment purposes
- ∞ Control page layout by working with page breaks, margins and headers and footers
- ∞ Use the spell & grammar checker

### **Prerequisites**

This course is suitable for first time users of Microsoft Word or anyone wishing to confirm what they know and learn how things may be carried out faster.

### **Locations**

In-House at clients premises, by prior arrangement.  
At training facilities in Dunfermline, Fife

**Create a Turning Point.....**