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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

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