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Microsoft Word Starter Course

Course Duration

1/2 Day (Approximately)

Time

09.00 – 14.00 or
11.00 – 16.00

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 document 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
- ∞ Use the spell & grammar checker
- ∞ Printing Options

Prerequisites

Delegates should have a basic understanding of Microsoft Excel, two screens hopefully with MS Excel installed.

Locations

Generally Delivered via Teams or Zoom

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

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