

Introduction to Word

This Workshop makes learning to use Microsoft Word easy. In just one day, you will learn key fundamentals and plenty of time saving shortcuts for creating professional documents in Microsoft Word. You will master the best techniques for creating and formatting business documents, and find out what common pitfalls to avoid.

WORKSHOP ID: 55 | LENGTH: 1 DAY | TIME: 9:00AM-4:30PM | FEE: \$350/PERSON + GST

Courseware Outline

INTRODUCTION

- The word screen
- Use menus & toolbars
- Enter and edit text
- Open and close, Create/save a document
- Switch documents

FORMAT TEXT

- Select and edit text, format fonts
- Use undo and redo
- Use cut, copy and paste
- Use drag-and-drop

FORMAT PARAGRAPHS

- Format & align paragraphs
- Set and align tabs
- Add bullets and numbering

FORMAT DOCUMENTS

- Create headers/footers
- Work with columns

FORMAT THE PAGE

- Change the paper size and edit margins
- Insert page numbering & page breaks
- Add borders and shading

PROOF YOUR DOCUMENTS

- Use autocorrect and Autotext
- Check spelling/grammar and the thesaurus
- Insert the date and time
- Find and replace items

WORK WITH TABLES

- Work with tables
- Format tables
- Using Autoformat

GET READY TO PUBLISH

- Preview and Print documents
- Create envelopes labels
- Create and view web ready documents

WORK WITH OBJECTS

- Insert pictures
- Manipulate pictures
- Working with charts
- Draw diagrams

CUSTOMIZE WORD

- Customize Word
- Customize the toolbars and menus

Basic Skills Checklist

No previous knowledge of Word is required. Before attending this workshop, you need only the basic Windows skills. You should already be able to size and move windows, make menu choices, use cut and paste, and manage documents with Windows Explorer.

CALL NOW OR VISIT OUR WEBSITE TO REGISTER

Toronto (416) 929-8324 (Dial 1 For Customer Service)
Toll Free 1800-654-3251
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