

MS WORD - INTRODUCTORY

1 Screen Layout

- a. Title Bar
- b. Menu Bar
- c. Toolbars
- d. Scrollbars
- e. Task Pane
- f. Ask a question

2 Word Processing Essential Principles

- a. Entering and Editing Text
- b. Name, Address and Date Smart Tags
- c. Word wrap
- d. Use of Show/Hide
- e. Saving Files, Opening Files
- f. Printing

3 Viewing Your Documents

- a. Normal View
- b. Web Layout
- c. Print Layout
- d. Print Preview

4 Multiple Documents

5 Efficient Navigation

- a. Using Scrollbars
- b. Using Browse Object
- c. Go To

6 Useful Keyboard Shortcuts

7 Selecting Text

- a. Selecting text using the Mouse
- b. Selecting text using the Keyboard
- c. Quick ways to select words, sentences, paragraphs
- d. Selecting non-concurrent text

8 Editing Tools

- a. Cut, Copy and Paste
- b. The Clipboard Task pane
- c. Paste Special

9 Enhancing Text With Formatting

- a. Using Font level formats
- b. Changing font type, size, colour, special effects, character spacing

- c. Changing the default font for all new documents
- d. Using Paragraph level formats
- e. Paragraph justification, indentation, space before and after
- f. Line and page break options
- g. Inserting non breaking hyphens and spaces
- h. Applying borders and shading
- i. Creating numbered and bulleted lists
- j. Format Painter
- k. Styles and Formatting Task Pane
- l. Revealing formatting
- m. Clearing formatting

10 Arranging Text using Tabs

- a. Using default tabs
- b. Changing ruler measurement units
- c. Setting your own tabs
- d. Using leader tabs
- e. Using bar tabs

11 Proofing Tools

- a. Find and Replace
- b. Word Count toolbar
- c. Spell Checker

12 Essential Page Layout Tools

- a. Inserting page breaks
- b. Inserting section breaks
- c. Changing page orientation
- d. Adding Headers and Footers
- e. Page numbering
- f. Changing Margins
- g. Adding a Page Border
- h. Watermarks



GHA (Cornwall) Ltd

**Employment Law &
H R Management Advice**

**IT and Business Skills
Training and Consultancy**

Grosvenor House
Fore Street
St Stephen-in-Brannel
St Austell
Cornwall
PL26 7NN

Tel: 01726 824574

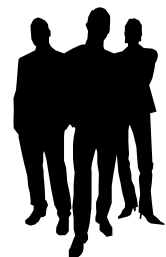
Fax: 01726 823247

Mob: 07767 896226

Email:
Training@ghacornwall.co.uk
Employmentlaw@ghacornwall.co.uk

www.ghacornwall.co.uk

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