



Hands-on Computer Training! Microsoft Word Essentials

Course Length: 6 Hour (either 2 three-hour sessions or 1 six-hour session)

Price: \$175

Prerequisites: Familiar with the personal computer and Windows. No previous Word or word processor experience is required.

Description: Through lecture, demonstration and hands-on exercises, the individuals will become familiar with Microsoft Word. The four fundamental skills in creating a document: entering, editing, formatting and printing will be covered.

Outline:

- Opening and Closing Word
 - Opening Word
 - Interface Overview
 - Creating a Blank Document
 - Typing Text
 - Closing Word
- Working with Documents
 - Saving Files
 - Closing Files
 - Opening Files
 - Creating a Document from a Template
 - Using the Recent List
- Your First Document
 - Selecting Text with the Mouse or Keyboard
 - Dragging and Dropping Text
 - Checking Your Spelling
 - Starting a New Page
- Basic Editing Tasks
 - Using Cut, Copy, and Paste
 - Using the Office Clipboard
 - Using Undo and Redo
 - Finding and Replacing Text
- Basic Formatting Tasks
 - Understanding Levels of Formatting
 - Changing Font Face and Size
 - Changing the Font Color
 - Adding Font Enhancements
 - Clearing Formatting
- Advanced Formatting Tasks



- Highlighting Text
- Changing Case
- Using the Format Painter
- Using the Font Dialog
- Formatting Paragraphs
 - Changing Spacing
 - Setting the Alignment
 - Using Indents and Tabs
 - Adding Bullets and Numbering
 - Adding Borders and Shading
- Working with Styles
 - About Styles
 - Applying a Style
 - Changing a Style
 - Changing the Style Set
 - Changing the Theme
- Formatting the Page
 - Formatting Text as Columns
 - Adding Headers and Footers
 - Changing Page Orientation
 - Changing the Page Color
 - Adding a Page Border
- Adding the Finishing Touches
 - Adding a Cover Page
 - Using the Page Setup Dialog
 - Previewing Your Document
 - Printing Your Document
 - E-Mailing Your Document

Other training options include: Corporate training in our classroom or your site and Individual training at your home or office. Prices will vary for the different options.