Microsoft Word
Essentials

Course Overview

This beginner-level course is designed for individuals who want to start using Microsoft Word with confidence and efficiency. While we cover the fundamental features, the course goes beyond the basics to reveal the underlying logic of how MS Word functions. Participants will learn how to create professional, consistent, and easily maintainable documents.

By the end of this course, you'll have the skills to produce high-quality MS Word documents with greater ease and control.

Program Format

This is a one-day program that can be delivered face-to-face or as 2 x 3-hour virtual programs.

Course Objectives

- Document creation with text editing and formatting.
- Layout control using margins, indents, and alignment.
- Styles and formatting for consistency.
- Insert images and tables to enhance documents.
- Document proofing with spell check and grammar tools.

Course Outline

Getting Started
Word interface
Working with the ribbon customising the toolbar
Creating, saving, and navigating

Work with Text
Entering and deleting text formatting text
Spell check find and replace

Working with Paragraphs
Alignment line spacing
Paragraph spacing bullets
Numbers borders
Shading

Tables
Adding tables
Modifying tables decks effectively

Styles & Themes
Understanding and applying styles modifying
Styles creating a table of contents applying themes

Page Layout
Page breaks and soft returns margins and orientation
Page borders
Cutting and copying

Working with Pictures
Cropping and enhancing
Inserting pictures
Changing text wrap

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