



# Microsoft Word: Introduction

Duration: 1 Day

## Introduction/Summary

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Microsoft Word is a communication tool that allows you to share information in attractive and presentable formats. You can create comments and revisions in the proofing stage of document creation and control your documents' distribution and access rights. Word also contains many tools for creating attractive documents that integrate not only text data but also elements from other Microsoft Office applications.

In this one day introduction to Microsoft Office, you will focus on learning the basic range of Word features that facilitate the production of high-quality business documents. By the end of this course you will be confident in using Word along with resources from other Office applications to create and distribute professional documentation.

This workshop can be delivered at our dedicated training centre in Basildon or tailored to meet your needs and delivered at your own premises.

## Content

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**The workshop aims to cover the following content:**

- Exploring the Word Screen
- Basic Editing
- Navigating around a document
- Selection techniques
- Editing, Inserting and Deleting Text
- Undo and Redo
- Cut, Copy and Paste
- Show/Hide command
- The right mouse button
- Formatting text using the menu toolbar
- Formatting paragraphs: alignment, line spacing, bullets and numbers, borders
- Landscape vs portrait
- Margins
- Page breaks
- Spell checking
- Auto correct
- Printing your work

## Requirements/Pre Requisites

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**Delegates must have attended a Windows Introduction course, or be proficient in the use of a PC and Mouse. Some knowledge of the keyboard would also be an advantage.**