



Reboot Computer Training

Word Introduction Course Outline

Understanding the Word Screen

- The Ribbon
- Groups
- Dialog box launcher
- The Quick Access Toolbar
- Backstage View

Using Microsoft Word

- Open a blank document
- Saving Microsoft Word documents
- Opening a file in Word
- Closing a Word file
- Saving your file using a different file name
- Search...
- Using Help within Microsoft Word

Text Formatting

- Changing Font type, colour & size
- Bold, italic or underline
- Subscript and superscript
- Case changing
- Highlighting
- Format Painter
- Removing formatting

Manipulating Text

- Undo and Redo
- Cut, Copy and Paste
- The Clipboard
- Finding and replacing text

Paragraph Formatting

- Paragraph marks
- Aligning text
- Indenting paragraphs
- Paragraph dialog box
- Line Spacing
- Bullets & Numbering
- Adding borders and shading
- Tabs
- Styles



Reboot Computer Training

Page Formatting

- Page orientation and paper size
- Page margins
- Page breaks
- Headers and footers
- Page numbering
- Header and footer fields
- Cover pages

Tables

- Inserting a table
- Selecting and editing text within a table
- Selecting cells, rows, columns, or the entire table
- Inserting and Deleting rows /columns

Working with images

- Using images within Word

Multiple Documents

- Using multiple documents within Microsoft Word

Proofing and Printing

- Spelling and grammar checking
- Printing