

DURATION: One day Tutor-led groups at your premises

SUITABLE FOR: This course is for anyone who wants to gain the skills to create, edit, format and print basic Microsoft Office Word documents.

Aims & Objectives

- You will create and edit basic Microsoft Office Word documents, learn how to change character and paragraph formats, create end format a table, sort a list and change the page setup.

Pre-Requisites

- To be successful in this course, you should be familiar with using personal computers and you should have used the mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on the computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer and manage files and folders.

About this Course

Introduction & Workshop Objectives

Lesson 1: Creating a Basic Word Document

- Identify and Customise the Word Interface
- Enter Text in a Document
- Open and Save a Document in Different Views
- Print a Document

Lesson 2: Editing a Word Document

- Navigate around a Document and select Text
- Modify Text
- Undo and Redo Changes
- Find and Replace Text

Lesson 3: Formatting Text and Paragraphs

- Apply Character Formatting and Styles
- Align Text using Tabs
- Control Paragraph Layout
- Apply Borders and Shading

Lesson 4: Inserting Tables in a Word Document

- Create, Modify and Format a Table
- Convert Text to a Table

Lesson 5: Managing Lists

- Display Text as List Items
- Sort a List
- Renumber a List
- Customise a List

Lesson 6: Inserting Graphical Objects

- Insert Symbols and Special Characters
- Add Images to a Document

Lesson 7: Controlling Page Appearance

- Apply a Page Border and Colour
- Add a Watermark, Headers and Footers
- Control Page Layout

Lesson 8: Proofreading a Document

- Check Spelling and Grammar



For more information or to book please call **020 7256 6668** or email enquiries@gbclearning.co.uk