

Word Processing Basics

This 4-hour introductory course covers the basics of Microsoft Word 2016, from basic navigation and document creation to saving in the location and format of choice, image insertion, cut-copy-paste, and page and text formatting. Its predominantly hands on with exercises reflecting real-life examples. At session completion, participants should be able to create a variety of documents including letters, memos, flyers and newsletters. It is recommended participants have a good understanding of Windows, File explorer and folder structures before undertaking this course.

Getting started

- Opening Word: The start screen, new (blank) document, open etc.
- The Word Screen: Layout, Ribbon, Backstage View, Shortcut Menus, Dialog Boxes, Quick Access Toolbar, Ruler and Status Bar
- Exiting Word correctly

Documents

- In a new document: Entering text and numbers, dates, checking spelling and grammar
- Opening existing documents
- Navigating: Scrolling, Zooming, Paragraph Marks, Word Count
- Basic changes: select text, inserting, moving, copying, deleting, overtyping, backspacing, undo, redo, repeat
- Saving: New document, existing document, save as (including different formats)
- Printing and closing a document

Viewing Documents

- Multiple Pages, Page Width, Percent sizing, Read Mode, gridlines

Symbols and Special Characters

Finding and Replacing Words

Text Formatting

- Font formatting. Font type, size, bold, italics, underline, strikethrough, subscript/superscript, text and background colours,
- Using Format Painter, Clearing Font Formatting

Cut, Copy and Paste

- Cut, Copy, Paste explained
- Cut and Paste, Copy and Paste, Drag and Drop
- Copy, Cut, Paste Between Documents
- Paste Special (links between documents e.g. Word/Word, Word/Excel)

Paragraphs

- Formatting: Text Alignment, Line Spacing, Paragraph Spacing, Indenting
- Bulleted lists: adding/removing
- Numbered lists: new List, numbering existing paragraphs, Multilevel List, Removing lists
- Borders and Shading
- Indents and Spacing

Working with Pages

- Page Margins, orientation, paper size.
- Page Breaks – insert/remove.
- Page Numbering – insert, format, remove.

Tabs

- Default Tabs, Setting and Modifying Tabs

Clip Art and Pictures

- Inserting pictures and Clip Art, resizing, positioning, deleting,
- Text Wrapping around clipart/pictures

Printing Your Documents

- Previewing Your Document
- Printer selection and properties
- What to print (single or multiple pages)
- Number of Copies

Getting Help

- Accessing the Help Window, Navigating the Help Window, Using the Office Website, Googling Help