1 – DAY
MICROSOFT WORD
BASIC – INTERMEDIATE LEVEL

CONTACT

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METHODOLOGY

- Training is hands-on using easy-to-follow step-by-step instructions.
- Instructor-Led Training (ILT) on live exercises of each topic.

WHO SHOULD ATTEND?

Highly recommended for beginners with none or limited knowledge in Microsoft Word looking to equip themselves with a foundational understanding of the program's functions for daily work.

INTRODUCTION

Have you glanced around your surroundings and found yourself spotting all types of printed media, that is, banners, brochures, pamphlets, reports, notes, books, etc, with words on them staring back at you? You might be wondering, how did all these documents initially come into existence? There is a high chance that these documents originated from Microsoft Word, a simple and popular word processing program, that can be used to create workplace, educational and personal documents to communicate ideas at work and school. In our 'Microsoft Word 2019 – Basic and Intermediate' course, we teach you useful features aimed at helping you to increase your productivity at work.

COURSE OBJECTIVES

By the end of this course, you will be able to:

- Recognise basic features of Word to navigate, browse and view a document
- Edit text and manipulate text into various positions on your document
- Format characters, paragraphs and pages
- Apply various Word themes and styles to your documents
- Enhance your documents with shapes, pictures, SMART arts and tables
- Set up your main document, data source and insert merge fields for mail merge

PROGRAM OUTLINES

MODULE 1: GETTING STARTED

- Elements of the Word window
- Create a new document
- Saving a document
- Using Help

MODULE 2: EDITING DOCUMENTS

- Open a document
- Navigating a document using the scroll bar
- Navigating a document using the keyboard
- Using Go To
- Edit text in a document
- Autocorrect feature
- Find and Replace

MODULE 3: MOVING AND COPYING TEXT

- Selecting text using the mouse
- Select a word
- Select a paragraph
- Select several paragraphs
- Selecting text using the keyboard
- Select a line
- Select a paragraph
- Move or copy text using the mouse
- Move or copy text using Cut, Copy and Paste

MODULE 4: FORMATTING CHARACTERS AND PARAGRAPHS

- Applying character formatting – font and font size
- Shortcut keys
- Other character formats
- From the Font dialogue box effects such as:
    - Using paragraph formats
    - View paragraphs
    - Paragraph alignment
    - To change alignment
    - Indentation
    - Line spacing
    - Bullet and numbering
- To apply bullets or numbering:
    - Tabs – viewing the ruler
    - Types of tabs
    - Left Tab
    - Right tab
    - Centre tab
    - Viewing tabs, etc

MODULE 5: WORKING WITH SECTIONS AND COLUMNS

- Sections
- Columns
- Format text into multiple columns
- Enter text in columns
- Inserting a column break
- Sorting columns

MODULE 6: FORMATTING TABLES

- Creating a table
- Modifying a table
- Aligning text
- Merging cells
- Shading
- Borders
- Using Table Styles
- Applying a Table Style
- Setting a Table Style default

MODULE 7: WORKING WITH IMPORTED DATA

- Import an Excel workbook into Word
- Using formulas in a table
- Moving a table

MODULE 8: USING STYLES AND BUILDING BLOCKS

- Using Styles
- Applying a Style
- Modifying a Style
- Deleting a Style
- Creating an Outline using Styles
- Using Building Blocks
- Creating a Building Block
- Inserting a Building Block

MODULE 9: WORKING WITH HEADERS AND FOOTERS

- Accessing the header/ footer area
- First page or odd and even page header/ footer
- Section headers and footers
- Page numbering

MODULE 10: WORKING WITH GRAPHICS

- Inserting pictures
- Inserting SmartArt
- Inserting WordArt
- Inserting symbols
- Creating a watermark
- Creating shapes
- Creating borders
- Text shading

MODULE 11: TEMPLATES

- Using an in-built template
- Creating a custom template
- Modifying a custom template

QUICK REFERENCE: WORD SHORTCUT KEYS