

KEEP IT SIMPLE COMPUTER TRAINING

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866-PC-SKILLS

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| Course Title: | Introduction to Microsoft Word |
| Course Length: | 1 day |
| Prerequisite: | Basic Computer Skills |
| Course Description: | Topics include creating and editing documents, formatting text, setting tabs, indenting, alignment, line spacing, bullets, numbering, spell check, thesaurus, find, replace, page setup, page numbering, basic headers and footers, cut, copy, paste, and working with multiple documents. |
| Performance Objectives: Students will become skilled in ... | <ol style="list-style-type: none">1. Document Basics<ol style="list-style-type: none">1.1. Entering Text into a Document1.2. Inserting, Overtyping and Removing Characters1.3. Editing Non-Printing Characters1.4. Reversing with Undo and Redo1.5. Using Print Preview1.6. Printing Documents1.7. Opening, Closing and Saving Files1.8. Navigating using Mouse and Keyboard Shortcuts1.9. Selecting Text1.10. Changing Views and Zoom1.11. Using Help2. Character Formatting<ol style="list-style-type: none">2.1. Changing Font Style (Bold, Italic, Underline)2.2. Changing Font and Size2.3. Changing Character Attributes3. Paragraph Formatting<ol style="list-style-type: none">3.1. Aligning Paragraphs (Left, Center, Right Align, Justify)3.2. Inserting Date and Time3.3. Setting and Using Tabs3.4. Creating Indents (Default and Custom)3.5. Formatting Line Spacing3.6. Bulleting and Numbering3.7. Inserting Symbols4. Writing Tools<ol style="list-style-type: none">4.1. Checking Spelling and Grammar4.2. Using the Thesaurus4.3. Using Find and Replace5. Page Formatting<ol style="list-style-type: none">5.1. Creating Simple Headers and Footers5.2. Inserting Automatic Page Numbers5.3. Changing the Document Margins5.4. Changing the Page Orientation6. Using Cut, Copy and Paste<ol style="list-style-type: none">6.1. Moving and Copying Text with the Mouse6.2. Cut and Copy Shortcuts6.3. Using the Office Clipboard Feature6.4. Using Multiple Document Windows |