
Word - Basics

This course is Day 1 of our *Word – Introductory* course.

National Competency Standard (BSB07):

BSBITU306A Design and produce business documents



Objectives

This course teaches how to produce short documents, such as letters, faxes and memos, in an efficient manner.

Pre-Requisites

Those attending this course should be familiar with personal computers and be competent in the use of the keyboard and mouse.

Duration

1 Day.

Course Outcomes

1. Use manuals and on-line help to solve operational problems.
2. Create, save and print a word processed document.
3. Format and edit short documents.
4. Proof and preview completed documents.
5. Print documents and envelopes.
6. Use the built-in templates and wizards.

Course Content

Course Overview

- General Outline
- Prerequisites
- Specific Objectives
- Software Version
- Methodology used in the Exercises

File and Window Management

- Starting Word
- Creating a New Blank Document
- Saving a Document
- Closing a Word Document
- Opening an Existing Document
- Using Save As
- Exiting Word

Text Entry and Editing

- Entering Text
- Moving through a Document
- Inserting New Text
- Selecting Text
- Cut and Paste
- Copy and paste
- Undo

Basic Font and Paragraph Formatting

- Font
- Font Size
- Font Colour
- Bold, Italic and Underline
- Font formatting using the menu
- Paragraph Alignment

Basic Indents and Lists

- Margins and indents
- Unordered (bulleted) Lists
- Ordered (numbered) Lists
- Applying lists with the menu

Borders and Shading

- Paragraph and text borders
- Page borders
- Shading
- Horizontal lines

Proof Reading and Printing

- Spelling and Typographical Errors
- Autocorrect
- Automatic Spell Check
- Manual Correct
- Different Views
- Normal View
- Print preview
- Zoom
- Thumbnails
- Reading layout
- Printing

Revision

- Review Exercises