



MS-Word Level 1 Training Seminar

Who Should Attend:

This seminar is ideal for self-taught users and beginners of Microsoft Word, entry level staff, secretaries, typist, administrative support staff - who would like to improve their skills in producing reliable text documents in Microsoft Word.

Duration: 2 days

Objectives:

At the end of this training seminar participants will be able to:

- Create a basic document
- Edit documents by locating and modifying text
- Format text, paragraphs
- Use Word tools to make documents more accurate
- Add tables to a document
- Add graphic elements to a document
- Control a document's page setup and its overall appearance

Content:

Lesson 1: Creating a Basic Document

- a) The Word Environment
- b) Get Help Using Word
- c) Enter Text and Save a New Document
- d) Preview & Print a Document

Lesson 2: Editing a Document

- a) Navigate in a Document
- b) Insert & Select Text
- c) Create an AutoText Entry
- d) Move and Copy Text
- e) Delete Blocks of Text
- f) Undo Changes
- g) Find and Replace Text

Lesson 3: Formatting Text

- a) Change Font and Size
- b) Apply Font Styles and Effects
- c) Change Text Color & Highlight Text
- d) Copy Formats & Clear Formatting
- e) Find and Replace Text Formatting

Lesson 4: Formatting Paragraphs

- a) Set Tabs
- b) Edit Paragraphs
- c) Add Borders and Shading
- d) Apply Styles & Create Lists

Lesson 5: Proofing a Document

- a) Use the Thesaurus
- b) Check Spelling and Grammar
- c) Create a New Default Dictionary
- d) Modify a Document in Print Preview

Lesson 6: Adding Tables

- a) Create a Table and Enter Data in a Table
- b) AutoFormat a Table
- c) Convert Text to a Table

Lesson 7: Inserting Graphic Elements

- a) Insert Symbols and Special Characters
- b) Insert a Clip Art Picture
- c) Add a Watermark

Lesson 8: Controlling Page Appearance

- a) Set Page Orientation
- b) Change Page Margins
- c) Apply a Page Border
- d) Add Headers and Footers
- e) Insert a Page Break