

Objectives

This course will show attendees how create and format a basic document. Automatic Corrections, Simple Tables and Page Set-up are also covered.

Prerequisites

Some experience using a modern PC system would be a benefit.

Duration

1 day

The topics covered on the course are,

1 Introduction

- Tour of the Screen
- The Ribbon
- Quick Access Toolbar
- Setting Options

2 Creating and Editing Documents

- Simple Typing
- Navigating around documents
- Text Selection Techniques
- Inserting & Deleting Text

3 Automatic Corrections

- Automatic Spell Checking
- The AutoCorrect Facility
- Adding your own Abbreviations
- AutoFormat as you Type

4 Formatting Characters

- The Font Ribbon Group
- The Mini-Toolbar
- The Font dialog box
- Attributes (Bold, Italics, etc.)
- Typeface and Type Sizes

5 Formatting Paragraphs

- The Paragraph Ribbon Group
- The Paragraph dialog box
- Paragraph Alignment
- Indented Paragraphs
- Displaying Special Marks

Introduction to Tables

- Creating a Table
- Working Inside a Table
- Column Width / Row Height
- Cell Alignment / Table Alignment
- Inserting Rows/Columns
- Adding Borders and Shading

6 Moving and Copying Text

- Using the Mouse
- Using Commands in the Ribbon
- Using Keyboard Shortcuts
- The Paste Options Button

7 Controlling Documents

- Page Setup:
 - Margins
 - Orientation
 - Paper Size
- Spacing Before and After
- Inserting Page Breaks

8 Printing a Document

- Previewing the Printout
- Print Options
- Final Printing