

**Objectives** During the two half day sessions, attendees will be taken from fundamentals right through to competent user level.

**Prerequisites** Attendees should be comfortable using a modern PC system.

**Duration** 2 separate half day sessions

The topics covered on the course are,

## 1 Creating and Editing Documents

- Simple Typing
- Navigating around documents
- Text Selection Techniques

## 2 Automatic Corrections

- Automatic Spell Checking
- The AutoCorrect Facility
- AutoFormat as you Type

## 3 Formatting Characters

- Font Ribbon Group / Dialog Box
- Attributes (Bold, Italics, etc.)
- Typeface and Type Sizes

## 4 Formatting Paragraphs

- Paragraph Ribbon Group / Dialog Box
- Alignment / Indenting
- Displaying Special Marks

## 5 Introduction to Tables

- Creating / Formatting Tables
- Inserting Rows / Columns
- Borders and Shading

## 6 Moving and Copying Text

- Using Mouse or Ribbon Commands
- The Paste Options Button

## 7 Controlling & Printing Documents

- Page Setup:
- Spacing Before and After
- Inserting Page Breaks
- Final Printing

## 8 Using Tab Stops

- Setting Tab Stops
- Moving / Removing Tab Stops

## 9 Sections and Page Setup

- Splitting a document into Sections
- Setting Margins / Orientation / Paper Size
- Spacing Before and After

## 10 Using Headers and Footers

- Setting up Headers / Footers
- Header & Footer Tools
- Formatting Page Numbers

## 11 Paragraph Styles

- Creating Styles
- Applying and Revising Styles

## 12 AutoText

- Creating AutoText Entries
- AutoText as Standard Paragraphs

## 13 Templates

- Creating a new Template
- Using a Template

## 14 Searching for Text

- Using Find and Replace
- Moving to defined Bookmarks

## 15 Spelling & Grammar

- Manual Spell Checking
- Checking Grammar
- Using Thesaurus