

Microsoft Word - Introduction

Getting Started

- Elements of the Word Window
- Create a New Document
- Saving a Document
- Using Help

Editing Documents

- Open a Document
- Navigating a Document Using the Scroll Bar
- Navigating a Document Using the Keyboard
- Using Go To
- Edit Text in a Document
- Undo and Redo
- Autocorrect Feature
- Find and Replace

Moving and Copying Text

- Selecting Text Using the Mouse
- Selecting Text Using the Keyboard
- Move or Copy Text Using the Mouse

Formatting the Document

- Font Style and Size
- Using Paragraph Formats
- Paragraph Alignment
- Indentation
- Line Spacing
- Bullet And Numbering

Creating and Managing Tables

- Insert a Table
- Inserting Rows Or Columns
- Deleting Rows Or Columns
- Using Autofit Options
- Changing Cell Text Alignment

Using Proofing Tools

- Using the Spelling And Grammar Checker
- Spelling And Grammar Checking Options
- Using the Thesaurus

** Course content can be modified to suit your organisation*



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