

# GETTING STARTED WITH WORD - BITE SIZED

AVAILABLE IN OFFICE 365, 2019, 2016, 2013 & 2010



## Word Document Basics

- ▶ Working with the Word Window
- ▶ The Ribbon & Commands

## Navigating, Selecting & Editing Text

- ▶ Creating, Saving & Closing Documents
- ▶ Opening an Existing Document
- ▶ Moving Around a Document
- ▶ Inserting & Deleting Text
- ▶ Techniques for Selecting Text
- ▶ Moving & Copying Text

## Applying Simple Formats

- ▶ Formatting Text Fonts & Sizes
- ▶ Changing Paragraph Alignment
- ▶ Using Line Spacing
- ▶ Correcting Spelling Mistakes

## Previewing & Printing Documents

- ▶ Using Print Preview
- ▶ Printing a Document

**Course Duration: 1/2 Day**

**Price Per Day: £695**

(For any 2 Bite Sized courses)

### Suitable For:

Those who need to produce a range of documents such as letters and reports.

### Learning Outcomes:

By the end of the course delegates will be able to enter, edit and delete text, apply formats to text and paragraphs to enhance the appearance of documents and check for errors.

### Prerequisite Skills:

Delegates attending this course must be proficient with a mouse and keyboard and be able to confidently work within a Windows environment - minimise, maximise, open, close.