



## Microsoft Word Basic

It is essential that delegates be proficient PC and Windows 98/NT/ME/XP users.

### Pre-requisites

Designed for people who have no or limited experience of using a word processing program

### Course Objectives

Delegates will acquire the skills to enable them to identify the features and components of Microsoft Word. By the end of the course delegates will be able to create, format and print documents. They will be able to save and edit documents and set many of the default settings to suit their needs.

### Course Content

**0930hrs to 1630hrs**

<ul style="list-style-type: none"><li>• Cut, copy, insert and move text</li><li>• Use the undo and repeat command</li><li>• Apply font formats<ul style="list-style-type: none"><li>◦ Colour</li><li>◦ Size</li><li>◦ Bold, italic etc</li></ul></li><li>• Apply character effects</li><li>• Superscript<ul style="list-style-type: none"><li>◦ Subscript</li><li>◦ Small caps etc</li></ul></li><li>• Align text</li><li>• Use format painter</li><li>• Bullets and numbering</li><li>• Use hyphenation and non breaking paces</li><li>• Set margins</li><li>• Use oertype and insert modes</li><li>• Set line spacing options</li><li>• Insert clipart</li></ul>	<ul style="list-style-type: none"><li>• Insert page breaks</li><li>• Navigate through document</li><li>• Use tabs commands<ul style="list-style-type: none"><li>◦ Set tabs with leaders</li><li>◦ Create columns</li></ul></li><li>• Insert date and time</li><li>• Set default font and margins</li><li>• Save files<ul style="list-style-type: none"><li>◦ Create folders</li><li>◦ Create templates</li></ul></li><li>• Find specific text<ul style="list-style-type: none"><li>◦ Find and replace text</li></ul></li><li>• Use the language tools<ul style="list-style-type: none"><li>◦ Spelling</li><li>◦ Thesaurus</li><li>◦ Set auto correct</li></ul></li><li>• Print and print preview<ul style="list-style-type: none"><li>◦ Prepare to print envelopes and labels</li></ul></li></ul>
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#### Optimise Consultancy Ltd

18 Bakewell Drive  
Stone  
Staffordshire  
ST15 8YR

Email: [info@optimise.org.uk](mailto:info@optimise.org.uk)