



**0208 942 5724**

Email: [Info@aspecttraining.co.uk](mailto:Info@aspecttraining.co.uk)

Web: [www.aspecttraining.co.uk](http://www.aspecttraining.co.uk)

# Microsoft Word Introduction

**Duration: 1 Day**

## Overview:

MS Word is a full-featured word processing program with rudimentary desktop publishing capabilities that has become the most widely used word processing application on the market. Microsoft Word is a powerful word processing program that you can use to produce professional-looking documents. Word allows you to easily combine text, spreadsheets, and graphics into a single application. You can also use Word to create your own Web pages. Word's assortment of pull-down menus, toolbars, and buttons make learning and using it remarkably easy.

At the end of Aspect Training's Microsoft Word Introduction one day course you will have a good working knowledge of Word basics. You will feel more confident using Word and be able to create a document from scratch. Understanding and using some of the built in layout and text editing functionality will enable you to produce far more striking and effective documentation in your work and home Word environments. Documents that you create will be easier to read and look more presentable.

## Prerequisites:

There are no prerequisites for this course

**Continued over....**



**0208 942 5724**

Email: [Info@aspecttraining.co.uk](mailto:Info@aspecttraining.co.uk)

Web: [www.aspecttraining.co.uk](http://www.aspecttraining.co.uk)

## **Course Topics:**

### **Getting Started**

Exploring the Word window  
Creating and saving documents  
Printing Documents  
Getting Help

### **Editing Documents**

Opening and navigating in documents  
Automated tasks  
Editing text  
The undo and redo commands

### **Moving and Copying Text**

Selecting text  
Cutting, copying, and pasting text  
Finding and replacing text

### **Formatting Characters and Paragraphs**

Character formatting  
Using tabs  
Paragraph formatting  
Advanced paragraph formatting

### **Creating and Managing Tables**

Creating tables  
Working with tables  
Modifying tables

### **Controlling Page Layout**

Creating headers and footers  
Working with margins  
Working with page breaks

### **Proofing and Printing Documents**

Checking spelling and grammar  
Previewing and printing documents

### **Web Features**

Saving documents as web pages  
Working with hyperlinks  
Emailing documents