

## Course Name

**Microsoft Word Introduction**

## Course Duration

**One Day**

## Course Objectives

The course has been designed for first time or recent users of Microsoft Word and is suitable for people who wish to learn the basic skills needed to use Word. The course is 100% hands-on, with exercises to help the trainees practice the new skills they learn.

## Course Content

- **The Basics**
  - What a word processor?
  - The Word screen
- **Create a Document**
  - Enter text into a document
  - Save the document
  - Close the document
- **Edit a Document**
  - Open a document
  - Insert and Delete text
  - Move & Copy text
  - Save changes made to a document
- **Print a Document**
- **Format a Document**
  - Font Formatting (Bold, Italic, Underline, etc.)
  - Paragraph Formatting (left and centre Aligned, etc.)
  - Using Bulleted and Numbered lists
- **Change Document Layout**
  - Change Document Margins
  - Use Headers and Footers
  - Page Breaks
- **Create a Table**
  - Create a Table to layout information in columns
  - Enter information into a Table

## Prerequisites

Knowledge of Windows along with familiarity with using a keyboard and mouse is assumed.

**Interested in this course?**

Contact us today to see how Insight can tailor training to suit your needs. Call us on **08452 306 099** or visit our website **[insighta.co.uk](http://insighta.co.uk)**