



4D Group

Word Introduction

Who would benefit?

This course is for users who have a working knowledge of Windows and wish to use Word to create simple documents.

Objective

To give participants an introduction to some of the powerful, yet easy-to-use features of this word processing package.

Content

- Discuss individual's needs
- Facilities overview
- Create, edit, save, find and print documents
- Format text:
 - bullets
 - numbers
 - Indentation
 - tabulation
- Use paragraph styles
- Use Auto Text
- Use and customise toolbars
- Use tables to control text
- Control margins and page breaks
- Simple headers and footers:
 - text
 - page numbers
- Work with document views
- Spell and grammar check
- Auto Correct
- Search and replace facility
- Use properties to aid file location
- File management
- Customise toolbars

Duration

One day