



Overview

At The IT Training Surgery we know that making time for learning new skills to improve your performance can be a challenge. Courses run at your premises and on your own computers.

Who should attend?

Anyone who has never used Word before.

Requirements

Delegates must be confident in using a keyboard and mouse.

Aim

By the end of the course, you will be confident in using the essential features of Word to create and alter simple documents.

What will I learn?

In particular you will be able to:

- Create, save, close, open and print documents
- Change how your text looks to make headings and other important information stand out and then copy this formatting from one heading to another
- Get Word to spell check your document
- Move/copy text around the document and into other documents
- Alter the layout of the page, change margins and use page breaks
- Create a list with automatic bullet points or numbers

- Add standard text and page numbers to your document

Time Table

Session 1

- The Ribbon and Interface
- Creating new documents
- Entering and Deleting Text
- Save, Close, Open Documents
- Moving around your document
- Print Preview and Printing

Session 2

- Selecting and Formatting Text
- Font and Font Size
- Bold, Italic and Underline
- Text Alignment
- Undo
- Spell Check

Session 3

- Format Painter
- Cut, Copy and Paste
- Working with more than one document
- Bulleted and Numbered Lists
- Selective Printing

Session 4

- Normal and Page Layout View
- Zooming
- Margins, Headers and Footers



Next step:

To find out more about this course and any others, call **020 8203 1774** or visit www.theittrainingsurgery.com