Basic Word

<u>Objective</u>

The objective of this course is to enable the trainee to understand how to lay out a document in Word, how to select words, sentences and paragraphs and gain some alignment skills. Use of the Word Styles will be made, how to insert simple pictures and tables and how to make use of some of Word options to increase efficiency and neatness.

<u>Key Content</u>

- Tabs, Ribbons and customisation.
- Basic Word features
- Formatting, Shading, Borders
- Spelling and Grammar
- Find Replace. Justify
- Tabs
- Bullets
- Page Setup and Margins
- Header and Footer
- Styles and Quick Parts
- Simple Tables
- Inserting columns