



# Introduction to Microsoft Word

Duration: 3 half days (9 hours)

## Objectives

In this course, students will learn how to create, edit, and enhance standard business documents using Microsoft Office Word.

## Target Audience

This course is intended for individuals who are new Word users and who want to gain basic knowledge of working on Word. They can be personnel at all levels of the enterprise or end-users seeking to attain competency in Microsoft Word 2007.

## Prerequisite

Basic desktop computer literacy and a familiarity with the Microsoft Windows environment.

## Course Outline

### Part 1 - Overview of Word

- Describe the features of Word
- The Word Screen

### Part 2 - Entering And Editing Text In A Word Document

- Entering Text
- Moving the Insertion Point
- Editing Text, Selecting Text, Editing the Selection
- Using the Go To Command
- Using the Undo and Redo Commands
- Saving a Document
- Inserting Date and Time

### Part 3 - Formatting a Word Document

- Applying Paragraph Styles, Character Styles



Learning

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Key Component of FRCI

Sibotie House - L'Anse Courtois - Pailles - Mauritius

T: (230) 286 96 36 - F: (230) 286 96 29

E: [info@nuclei.mu](mailto:info@nuclei.mu) - [www.nuclei.mu](http://www.nuclei.mu)



- Applying Character Formatting
- Applying Paragraph Formatting

#### Part 4 - Using Word's Proofing Tools

- Checking Your Spelling automatically as you type
- Manually running the Spelling Checker
- Checking Your Grammar
- Finding Synonyms with Thesaurus

#### Part 5 - Designing Pages

- Adding Page Numbers
- Adjusting the Page Setup Set, Margins, the Paper Size and Orientation, Page Layout
- Previewing and Printing Documents