

# Introduction to Microsoft Word

**Duration: 1 Day**

**Venue: Cardiff**

## Book Today Get to Grips with the Basics

### Overview

This training course is for the complete beginner. You will be taught the basics of how to use MS Word from opening and working with documents; saving, printing and formatting. Practical exercises will allow you to fine tune your new skills and our intermediate course will allow you to develop them further. Keyboard shortcuts will also be covered in this course.

### Who should attend

This course is aimed at people with either no or very little experience in using Word, it is therefore perfect for the first time user especially if you will be using Word in the workplace. Anyone looking for a comprehensive grounding in Word will benefit from this course.

### What's Next

Intermediate MS Word

### Content

#### **Introduction**

- Starting Word and Word 2003 Window
- Help Features
- Open and Close a Word Document
- Create and Save a Word Document

#### **Toolbars**

- Standard and Formatting Toolbars

#### **Creating Documents**

- Paragraph Formatting
- Header and Footers
- Bulleted and Number Lists
- Borders and Shading
- Cut, Copy, Paste
- Clipboard and Task Panes
- Find, Replace and Go To
- Spelling, Grammar and Thesaurus

#### **Printing**

- Preview and Print Documents
- Change Print Options

#### **Use Keyboard Shortcuts**

**Book Now**

**02920 440010**

**training@ecomlearning.co.uk**