



Introduction to Microsoft Word

One-Day Course

Windows and Macintosh

Course Overview:

Microsoft Word is the world's most popular word processing program. Learn to efficiently create and format professional quality documents in this course.

Course Content:

Create, Save and Edit a Document

- Efficiently enter and edit text in a document
- Save the document in a specific folder
- Use the Spell Check command to eliminate typographical errors in your document and add words to your custom dictionary
- Learn the many ways to move and copy text
- Print your document

Enhance Text and Paragraphs

- Change the appearance of your text using the indent markers on the Ruler and the buttons on the Formatting Toolbar
- Use the custom tabs to align text in columns

Change the Page Setup

- Change the margins, insert page breaks and create a header and footer in your document
- Use the Find and Replace command to quickly find text and replace text with another word or phrase