

## INTRODUCTION TO MICROSOFT WORD

### Introduction:

The programme has been designed to give good grounding in basic word processing using the Word package within the Microsoft suite. It will enable delegates to use all the standard features in Word for typical application.

### Objective:

To enable delegates to use Word formatting and editing features together with labour saving tools such as Mail merge to produce well presented documents efficiently.

### Programme Synopsis:

- Use drop down menus and dialogue boxes
- Use of Wizards
- Create save and retrieve a document
- Edit, copy, move, replace and delete
- Use tables, indents, margins, columns and page breaks
- Modify type, style, font and font size
- Cut, copy and paste functions
- Include headers, footers and page numbers
- Import and resize simple graphics from excel and other Window packages into document
- Use the spell checker and thesaurus
- Use toolbars and use the ribbon and ruler shortcuts
- Print document
- Produce simple glossaries and templates
- Use mathematical calculations within document
- Produce an address list
- Simple mail merge

**Duration:** One (1) Day

**Course Code:** TSCWORDI

**Certification:** Training Solutions 2000