

Word 365 for New Users



A one day course for people new to Microsoft Word

Prerequisites

This course assumes the students to have basic computing skills.

Chapter1 - Editing Text

- The Insertion Cursor
- Backspace and Delete
- Select Text by Click and Drag
- Select Text Using the Selection Bar
- Select Text by Defining Start and End Points
- Replace Selected Text
- Undo and Redo
- Cut, Copy and Paste
- By the Home Tab
- By Keyboard Shortcuts
- By Right Clicking
- The Clipboard Task Pane
- Pasting to Other Applications
- Using Paste Special
- The Paste Options Button
- Drag and Drop Editing
- Overtyping Mode

Chapter2 - Format Text

- Formatting Text
- Bold, Italics and Underline
- Font Face
- Font Size
- Font Colour and Highlight Colour
- Superscript and Subscript
- Change Case
- Format Painter
- Clear Formatting

Chapter3 - Format Paragraphs

- Alignment
- Paragraph Spacing
- Line Spacing
- Turn On the Rulers
- Set Tab Stops Using The Ruler
- Set Tab Stops using the Dialog Box
- Leader Tabs
- Indents
- Convert Tabbed Text into a Table

Chapter 4 - Format Documents

- Display Non-Printing Characters
- Manual Page Breaks
- Change the Margins
- Change the Page Orientation
- Change the Page Size
- Picture Watermarks
- Text Watermarks

Chapter 5 - Spell Checking

- Check Spelling As You Type
- Add to the Custom Dictionary
- Edit the Custom Dictionary
- AutoCorrect
- Change the Dictionary
- Grammar Checking
- Check the Entire Document

Chapter 6 - Using Find and Replace

- Find Text
- Find Whole Words Only
- Find Special Characters
- Find a Style
- Browse Objects
- Replace
- The Go To Dialog

Chapter7 - Printing

- Print Preview
- Printing
- Print the Selected Range

Chapter 8 - Columns

- Apply Columns
- Add a Line Between Columns
- Adjust the Column Width
- Insert a Column Break
- Balance the Columns