

What is this course about?

This is a one day course that will cover all the essential features of word processing using Microsoft Word. This is a fundamental building block , which gives the foundation of word processing.

Who is this course for?

This course is for you if you have not used a word processor before.

How can I prepare for this course?

You should be familiar with using the keyboard and mouse on your computer and it is helpful if you have loaded your software and had a look around the menus before you come on the course. A knowledge of Microsoft Windows would also be useful.

What does the Course cover?

Getting started

Starting your program, keying in text, getting used to word-wrap.

Text Editing

You will learn how to recall files, insert and delete text. The various way of hi-lighting text, Cutting and pasting, copying and pasting.

Fonts

Here you will learn how to change the font style , colour and size.

Spellchecker

How to check your spelling and grammar and how to make corrections.

Page Setup

Here you will find out how to change the size and orientation of you paper as well as margins.

Saving your data

You will learn how to save and name your documents.

Print Preview

Here you will learn how to preview your documents before printing—it will save you a lot of paper!

Printing

You will learn how to print, complete documents, current page, multiple pages, ranges, selection, and collated sets.

File Management

How to organise your work for easy access—creating folders and moving files.

To reserve your place or call for advice
(01432 761884

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