



SWANSTON

Microsoft Word Introductory Level

Duration: 1 day

What you will cover in this course:

Assuming you have a basic understanding of Windows, you will learn to take advantage of the features listed below.

Getting Started

- Microsoft Word main screen
- Office Assistant
- Creating a New document
- Entering and Editing text
- Inserting and deleting text
- Cursor Movements

Formatting

- Character Formats
- Paragraph Formats
- Page formatting
- Using the Ruler
- Borders and Shading
- Page Breaks

Utilities

- Using Spell Check
- Saving a document
- Print command
- Find and Replace
- Cut, Copy and Paste

Auto Features

- Creating an AutoCorrect entry
- Creating an AutoText entry
- Creating an AutoComplete entry
- Using Autoformat and Autoformat as you type