

# MICROSOFT WORD 2019/365 LEVEL 1

Course Code: WO19L1 | Duration: 1 Day



## COURSE AIMS:

This course is aimed at people who want to learn how to use Microsoft Word to carry out basic word processing tasks. The course is suitable for either beginners or people with limited experience of the product.

## COURSE PRE-REQUISITES:

No previous knowledge of Word is required. Students must have experience, however, of using the Windows environment to launch programs and access files.

## COURSE OBJECTIVES:

**On completion of this course delegates will be able to:**

- Explore the Word 2019/365 environment
- Create, save and navigate documents
- Format characters and paragraphs
- Using automatic bullets and numbering
- Move and copy text to other locations
- Using tools to correct grammar and spelling
- Preview and print a document
- Work with headers and footers
- Control page appearance with margins and breaks
- Create columns of data using tables

## COURSE CONTENT:

### Introduction and Objectives

#### Starting Word and Overview

- Launching and exiting Word
- Selecting a template
- Working with Word Windows, documents and ribbon commands
- Word 2019/365 'Backstage'
- The quick access toolbar
- Dialog launchers and dialog boxes
- Exiting Word

#### Using Basic Document Skills

- Creating a new document
- Entering and editing text in a document
- Saving a new document
- Closing a document
- Version compatibility issues

### Using Basic Text Editing

- Deleting characters
- Deleting and replacing selected text
- Cutting/copying and pasting text
- Using paste options
- Using the clipboard
- Using 'drag-and-drop' editing
- Using undo and redo

### Working with Document Views

- Switching document views
- Changing document magnification
- Displaying/hiding the rulers
- Viewing/hiding 'non-printing characters'
- Opening multiple documents
- Switching between documents

- Opening an existing document
- Moving around a document
- Selecting text
- Using insert and overtype mode
- Creating a new folder
- Renaming an existing document

#### **Using Character Formatting**

- Formatting characters
- Using text effects
- Highlighting text
- Copying character formatting
- Changing character case (e.g. upper, lower)
- Clearing character formats

#### **Using Paragraphs Formatting**

- Aligning paragraphs
- Using 'Click and Type' to align text
- Indenting paragraphs
- Modifying line spacing
- Modifying paragraph spacing
- Copying paragraph formats
- Clearing paragraph format

#### **An Introduction to Bullets and Numbering**

- Creating and modifying numbered and bulleted lists

#### **Proofing Tools**

- Checking spelling 'as you type'
- Running a spelling and grammar check
- AutoCorrect settings and options
- Using the auto correct options button
- Creating an auto correct entry
- Creating a formatted auto correct entry
- Deleting an auto correct entry

#### **Working with Headers and Footers**

- Creating headers and footers
- Inserting the page numbers, current date and file name
- Creating a different first page header and footer

#### **Printing and Presentation**

- Inserting and removing manual page breaks
- Using print preview
- Modifying page orientation paper size
- Adjusting margins
- Printing multiple copies

#### **Working with Basic Tables**

- Inserting a table into a document
- Moving around a table
- Entering text into a table
- Adjusting column widths and rows heights
- Aligning text in cells
- Inserting and deleting columns and rows
- Using table design tools (i.e. built-in styles, borders and shading)
- Showing and hiding gridlines

#### **Action Planning**

#### **Review of Programme**

For more information  
 Call: **0800 101 7101**  
 Email: **info@keytraining.co.uk**

