Aspect Training

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YOUR COURSE, YOUR WAY - MORE EFFECTIVE IT TRAINING

Microsoft Word Introduction/Intermediate

Duration: 2 days

Overview:

MS Word is a full-featured word processing program with rudimentary desktop publishing capabilities that has become the most widely used word processing application on the market. Microsoft Word is a powerful word processing program that you can use to produce professional-looking documents. Word allows you to easily combine text, spreadsheets, and graphics into a single application. You can also use Word to create your own Web pages. Word's assortment of pull-down menus, toolbars, and buttons make learning and using it remarkably easy.

At the end of Aspect Training's Microsoft Word Introduction/Intermediate two day course you will feel more confident using Word and be able to create a document from scratch. Understanding and using some of the built in layout and text editing functionality will enable you to produce far more striking and effective documentation in your work and home Word environments. Documents that you create will be easier to read and look more presentable. You will be able to divide a document into sections and columns, to format tables and populate them with data directly from Excel spreadsheets. You will also learn how to add recurrent data to documents in a series such as page numbers and headers. Finally you will be shown how to prepare labels and envelopes, add your company logo to a letter and set up a template for future mail.

Prerequisites:

There are no prerequisites for this course

Topics:

1 - Getting Started

Exploring the Word window

Creating and saving documents

Printing Documents

Getting Help

2 - Editing Documents

Opening and navigating in documents

Automated tasks

Editing text

The undo and redo commands

3 - Moving and Copying Text

Selecting text

Cutting, copying, and pasting text

Finding and replacing text

4 - Formatting Characters and Paragraphs

Character formatting

Using tabs

Paragraph formatting

Advanced paragraph formatting

5 - Creating and Managing Tables

Creating tables

Working with tables

Modifying tables

6 - Controlling Page Layout

Creating headers and footers

Working with margins

Working with page breaks

7 - Proofing and Printing Documents

Checking spelling and grammar

Previewing and printing documents

8 - Web Features

Saving documents as web pages

Working with hyperlinks

Emailing documents

9 - Working with Sections and Columns

Creating and formatting sections

Working with multiple columns

Working with text in columns

10 - Formatting Tables

Table formatting

Borders and shading

Table Styles

11 - Working with Excel Data

Working with Excel data in Word

Performing calculations in tables

12 - Working with Styles and Building Blocks

Applying styles

Modifying and deleting styles

Using styles to create outlines

Using Building Blocks

13 - Working with Headers and Footers

Creating section headers and footers

Page numbering

14 - Working with Graphics

Inserting pictures

Using SmartArt

Inserting WordArt and symbols

Applying watermarks

Using shapes

15 - Document Templates

Using templates

Creating templates

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