

Customised IT and Soft Skills training to suit your needs

Microsoft Word 2011 Introduction / Beginners Training

Word 2011 Introduction Course Objectives

After the course, you will be able to:

- Create New Documents
- Format Text and Paragraphs
- Create Bullet and Numbering Lists
- Use Tabs
- Perform Page Setup
- Printing Documents

Audience

If you are a new or self-taught user on Microsoft Word, then this course will be suitable. The course covers all topics required to produce documentation that not only looks good but is well structured.

Course Prerequisite

You must have good basic Word skills

Course Duration

This is a 1 day Word 2011 Introduction Training Course. The course starts at 09:30 and runs until 16:30

Word 2011 Beginners Course Locations / Schedule

This course can be run at our Word training centre or any preferred location in the UK. The course can be held on a date that suits you. We do not run public scheduled courses.

Word Basics

- Word Overview - the User Interface, Quick Access and Mini Toolbar
- Standard & Contextual Ribbons
- The File Tab
- Status Bar Tools
- Dialog Boxes
- Task Panes

- Using Help

Basic Microsoft Word Usage and Text tools

- Creating new blank documents
- Accessing and opening templates to create documents
- Saving, closing and opening Documents
- Understanding non-printing characters
- Selection techniques (keyboard + mouse)
- Navigating documents
- Using Word Views, e.g. Print layout and Draft and reading
- Entering text and understanding basic text features. (word-wrap)
- Using Find/Replace
- Spell Check, Thesaurus

Format Your Document

- Applying Font formats - Changing font type, size, colour, special effects, character spacing
- Changing the default font for all new documents
- Using Paragraph formats - justification, indentation, space before and after Paragraph
- Line spacing, Widow and orphan control
- Inserting non breaking hyphens and spaces
- Applying borders and shading
- Format Painter
- Using Cut, Copy and Paste
- Revealing formatting and Clearing formatting

Bullets & Numbering

- Turning on Bullets
- Creating & editing bulleted list styles
- Changing bullet types and formatting
- Turning on Numbered Lists
- Creating your own numbered list style
- Changing numbering types

Working with Tabs

- Understanding Tabs
- Changing the default Tab Stop
- Setting and manipulating Tab markers on the ruler
- Setting and manipulating Tab markers in the Tab Dialog box

- Using leader tabs
- Using bar tabs
- Setting the measurement units for the Ruler (Imperial and Metric)
- Using Tabs in a Document

Setting up your Document

- Inserting and Deleting page breaks
- Changing page orientation to Landscape or Portrait
- Viewing Headers and Footers
- Creating Basic Page numbering
- Setting Margin Sizes
- Using Page Borders
- Inserting a Watermark

Printing

- Printing a Document
- Setting Print options
- Previewing a document
- Selecting a print

