

COURSE CONTENT

- ❖ Introduction
- ❖ The Word Screen
 - The Title Bar
 - The Menu bar
 - Toolbars
 - Showing or hiding a toolbar
 - Adding Icons to a toolbar
 - The Insertion Point
 - The Ruler
 - Scroll Bars
 - The Status Bar
- ❖ The Zoom feature
- ❖ Changing the document view
- ❖ Non-printing characters
- ❖ Creating a new document
- ❖ Editing text
 - Deleting text
 - The Undo and Redo buttons
- ❖ Mouse pointer shapes and actions
- ❖ Selecting text with the mouse
 - Selecting text with the keyboard
- ❖ Formatting a Document
 - Changing the font style and colour
 - Adding text effects
 - Changing the case of text
 - Changing the default font
 - Using the highlight tool
 - Using the Format Painter (Copying and pasting formats)
 - Shortcut formatting commands using the keyboard
- ❖ Paragraph Formatting
 - Changing text alignment
 - Changing line spacing
 - Shortcut paragraph commands using the keyboard
 - Non breaking spaces
- ❖ Saving a Document
 - Saving a document with another name
 - Saving a document as a Text or Web page
 - Creating folders
- ❖ Closing a document
- ❖ Opening an existing document
 - Moving between open files
 - Arranging documents on the screen
- ❖ Using special text effects
- ❖ Finding and replacing text

LEVELS 1, 2 & 3

Unit Standards 116938 / 117924 / 119078 / 116942

Microsoft Word makes everyday tasks such as creating professional looking documents, tables, envelopes, charts, columns, drawings and many more tasks - just a click away with the

- ❖ Navigating in a document
- ❖ Copying and moving text
- ❖ Checking spelling
- ❖ Using AutoCorrect
- ❖ Using the Thesaurus
- ❖ Page Setup
 - Changing page orientation and size
 - Setting margins
- ❖ Previewing documents
 - Viewing multiple pages of documents
 - Using Shrink to Fit

2 Day Course

The Microsoft Word Basic/ Intermediate course in either 2000 / 2003 or XP includes all training material, lunch, teas/ coffees and certificate.

Who should attend?

- Business Professionals
- Personal Assistants
- Secretaries
- Researchers
- Administrative Staff
- Analysts

Pre-requisite

Should have previous Windows experience and/or attended a Windows Operating System course.

COURSE CONTENT CONTINUED

- ❖ **Printing Documents**
 - Printing multiple pages on one page
 - Printing several documents at once
- ❖ **Headers and footers**
 - Adding Headers and Footers
 - Creating a header for the first page only
- ❖ **Hyphenating text**
 - Inserting a non-breaking hyphen
 - Automatic hyphenation
- ❖ **Using the Insert Commands**
 - Inserting a date
 - Inserting page breaks
 - Inserting section breaks
 - Inserting page numbers
 - Inserting another file
 - Inserting special characters and symbols
 - Using ASCII codes
 - Creating and inserting AutoText
- ❖ **Tab Stops**
 - Setting tab stops
 - Changing the tab type
 - Moving tabs
 - Removing tabs
 - Leader character tabs
- ❖ **Borders and Shading**
 - Using the Tables and Borders toolbar
 - Adding borders to text, paragraphs and pages
 - Adding horizontal picture borders
 - Using Art borders
 - Changing the line style and weight
 - Adding shading to tables, paragraphs or selected text
- ❖ **Templates**
 - Creating a document based on a template
 - Saving a template
 - Opening a template
 - Editing/changing a template
- ❖ **Setting Indents**
- ❖ **Bullets and Numbering**
 - Automatically number text
 - Modifying /changing number styles
 - Creating outlined numbers and bullets
 - Automatically add bullets to text
 - Modifying/changing bullet styles
- ❖ **Creating newspaper style columns**
 - Adding vertical lines between columns
 - Forcing the start of a new column
- ❖ **Inserting and linking text boxes**
 - Formatting text boxes
- ❖ **Setting up tables for side-by-side information**
 - Selecting cells, columns and rows
 - Inserting and deleting rows and columns
 - Changing column width and row height
 - Moving and resizing tables
 - Using the Tables and Borders toolbar
 - Changing the border style
 - Distributing columns and rows evenly
 - Merging and splitting cells
 - Automatically format tables
 - Repeating table headings on subsequent pages
 - Splitting tables
 - Inserting text before a table
 - Converting text to tables
 - Calculating in a table
 - Creating a chart from a table
 - Modifying a chart
 - Formatting a chart
 - Changing chart options
 - Sorting tables
- ❖ **Mail Merge**
 - Creating mailing labels
 - Creating labels with the same data on each label
 - Creating Envelopes

Bookings

Contact Adrian Jonck on (011) 679 1193 or email: adrian@konitek.co.za to enquire about availability and dates.