

Microsoft Word 2021 Introduction

Duration: 1 Day

This course has been designed for users who are new to Microsoft Word. The course covers the basic functionality of the application such that delegates feel confident in creating simple documents, for example letters, memos and reports.

The following gives a brief overview of the course content. This is only a suggestion and may be tailored to better suit the delegates' requirements.

Screen Layout

- Ribbon and tabs
- Status bar
- Quick access toolbar
- Search options

Basic Document Processes

- Creating a new document
- Saving a document
- Closing a document
- Opening existing documents
- Resume reading
- Print preview
- Printing a document
- Mouse options
- Moving around a document
- Navigation pane
- Document views

Working with the Whole Document

- Editor (including spell check)
- Thesaurus
- Smart lookup
- Page breaks
- Moving and copying text
- Automatic page numbering
- Page orientation
- Margins

Working with Paragraphs

- Alignment
- Line and paragraph spacing
- Basic numbered paragraphs
- Basic Tab Key use

Working with Text

- Inserting / deleting text
- Undo, redo and repeat
- Selecting text
- Bold, underline and italics
- Fonts and text sizes
- Changing case
- Text colour
- Highlighting text
- Text effects
- Format painter
- Mini toolbar
- Quick styles

File Management

- Storing files
- Viewing folders
- Moving and copying files
- Deleting files
- Creating folders