

**Who is this for?**

*If you need to get up and running with Word for essential everyday tasks, or perhaps you are self-taught and maybe have missed out on some simple shortcuts and time saving features. The course gives you a solid grounding for producing everyday documents such as letters, memos and shorter documents.*

**What does it cover?**

*The necessities of Word for everyday use such as keyboard shortcuts for moving around and highlighting text, formatting text such as size, colour and alignment, spell checking, moving and editing text, creating and modifying tables, printing efficiently and correctly, creating envelopes and labels and dealing with multi page documents.*

**How long is it?**

*One day as a group, or can be split into several sessions if required for individuals.*

**Where is it run?**

*On your site, at home, or via one of the venues we use.*

**I'm interested ...**

*Just email us on [enquiries@whitehorsect.co.uk](mailto:enquiries@whitehorsect.co.uk) or visit [www.whitehorsect.co.uk](http://www.whitehorsect.co.uk) to get in touch.*

**Course content****Becoming familiar with Word**

*The Word Screen*

*The Ribbon & Tabs*

**The practicalities ...**

*Typing, editing & deleting text*

*Paragraph and line breaks*

*Shortcuts for navigating around the document*

*Find & replace*

*Moving text using drag and drop*

*Cut, copy & paste*

*Inserting symbols*

*Saving & opening files*

**Proofing your document ...**

*Using the Spelling & grammar checker*

*Using the Thesaurus*

*Counting the words!*

**Smartening your document ...**

*Selecting blocks of text – mouse & keyboard shortcuts*

*Where to go for formatting – fonts, sizes & effects*

*Paragraph alignments*

*The four types of indents*

*The Format Painter*

*Borders & shading for paragraphs & pages*

**Laying out your document ...**

*Understanding the Ruler*

*Creating & modifying tabs*

*Creating tables*

*Adding rows and columns*

*Altering column & row widths*

*Joining cells*

*Setting consistent widths & heights in tables*

*Making the point – using numbered lists and bullets*

**Dealing with multiple pages**

*The right way to add pages*

*Page numbering*

*Creating headers & footers*

*Make a different first page*

*Modifying margins*

*Portrait or landscape? Mixing them together*

*Changing the page size*

**Viewing & printing your pages...**

*Print layout versus the rest!*

*Viewing multiple pages*

*Using the Print Preview*

*Print the document - all or some*

*Printing envelopes and labels*

*Creating and distributing as a PDF*

**The shortcuts!**

*Let Word type! Use AutoCorrect for short blocks*

*Using Quick Parts (AutoText) for longer blocks*