

<b>Introduction to the Course</b>	It is essential that the delegate has successfully completed the Windows introductory course, or has gained similar knowledge within the work environment.
<b>Objectives</b>	<b>This course is designed to give delegates a good working knowledge of Word, and once completed they will be able to identify screen components as well as create, edit, format and print documents with confidence.</b>

## Course Content

<p><b>Introduction</b></p> <ul style="list-style-type: none"><li>The Word Screen</li><li>Using the Ribbon and Dialog Boxes</li><li>The Quick Access Toolbar</li><li>Command Tabs</li><li>Contextual Command Tabs</li><li>Status bar and Mini toolbar</li><li>Smart Tags</li><li>Using Help</li></ul> <p><b>Document Management</b></p> <ul style="list-style-type: none"><li>Creating New Documents</li><li>Opening Documents</li><li>Saving Documents</li><li>Closing Documents</li><li>Working with Multiple Documents</li><li>Password Protection</li><li>Printing and Print Preview</li></ul> <p><b>Editing Documents</b></p> <ul style="list-style-type: none"><li>Moving Around a Document</li><li>Selecting and deleting text</li><li>Undo and Redo</li><li>Pagination</li><li>Moving and Copying</li><li>Find and Replace</li><li>Print Layout, Full Screen Reading, Web Layout, and Draft Views.</li><li>Spell and Grammar Check</li><li>Thesaurus</li></ul>	<p><b>Automatic Features</b></p> <ul style="list-style-type: none"><li>AutoCorrect</li><li>AutoComplete</li><li>Building Blocks</li></ul> <p><b>Formatting</b></p> <ul style="list-style-type: none"><li>Live Preview</li><li>Character Formatting</li><li>Removing Formatting</li><li>Change Case and Drop Caps</li><li>Format Painter</li></ul> <p><b>Formatting</b></p> <ul style="list-style-type: none"><li>Aligning Text and Line Spacing</li><li>Working with Tabs and Indenting</li><li>Adding Borders and Shading</li><li>Numbering and Bullets</li><li>Changing Margins and Orientation</li></ul> <p><b>Styles and Themes</b></p> <ul style="list-style-type: none"><li>Introduction to Styles and Themes</li></ul>
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