Microsoft Word 2013 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.

Introduction

- The Ribbon
- Backstage view
- Creating a new document
- Typing text
- Saving a document
- Retrieving a document
- Moving around a document
- Print preview
- Printing a document

Working with the Whole Document

- Spell check
- Thesaurus
- Page breaks
- Automatic page numbering
- Cut, copy and paste
- Changing page orientation
- Inserting a watermark

Working with Paragraphs

- Left, right, centre and full justification
- Basic numbered paragraphs

Working with Text

- Deleting and inserting text
- Using undo and redo
- Bold, underline and italics
- Fonts and text sizes
- Text effects
- Changing case
- Changing the colour of text
- Highlighting text
- Basic tab key use

File Management

- Creating folders
- Moving and copying files
- Deleting files