

Refine-IT

Course outline for MS Word 2002 - Introduction

Overview and Goals - to be able to create professional looking documents enabling more proficient use of Word

Objectives - to understand the screen geography and terminology, to create, save, close and re-open a document, to apply text formatting to text within a document, and to manipulate the page settings for your document.

Who Should Attend - users with experience of Windows and using a mouse.

Introduction

- Screen Geography
- Understanding and Changing Views
- User Preferences
- What's new since 2000

Creating a Document

- Choosing a Template
- Inserting text
- Saving Templates
- Saving and Closing Documents
- Password Protection
- Inserting One Document into Another
- Preview Before Opening a Document
- Opening Document(s)
- Using Recent File Listing

Editing a Document

- Navigation and Selecting Text
- Hyphenation
- Undo/Redo Command
- Find & Replace Text and Formatting
- Spell Checking and Thesaurus
- AutoText and AutoCorrect
- Copying and Moving Text
- Inserting the Date - Automatically

Formatting

- Applying Basic Text Attributes
- Changing Fonts
- Changing Alignment
- Changing Line and Paragraph Spacing
- Changing Text Case
- Using 'Numbered List' and Bullet Style
- Format Painter
- Inserting Special Characters
- Pagination Options

Page Set-up

- Changing Paper Orientation
- Changing Margins
- Changing Paper Size
- Page Numbering
- Basic Headers and Footers
- Page Breaks
- Tabs & Indents

Printing

- Previewing a Document Before Printing
- Choosing a Printer
- Sending a Document to Print



If you would like to know more about any of the topics please contact Marie on 01689 877117 or marie@refine-it.co.uk

Many more courses are available including MS Outlook, Internet, Excel, Project, Access, PowerPoint, VBA and Lotus Notes at all levels and versions. We also run Personal Development courses such as Professional Selling Skills and Presenting Professional Presentations with PowerPoint

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