



Course Content
Word Basic
Duration: 1 Day
Unit Standard 116938

Overview

MODULE 1

How does a Mail Merge work?
Uses MODULE 1 Introduction
Benefits of using a Word Processor

MODULE 2

Opening and exiting Microsoft Word
The Word Window
Title Bar Menu Bar Standard Toolbar
Formatting Toolbar
Ruler
Minimise and Maximise
Maximise
Exit
Status and Scroll Bars Creating a New Document Save and Save As
Closing a Document
Opening an existing document

MODULE 3

Producing a document
Saving in different formats

MODULE 4

Inserting Text
Inserting Symbols and Special Characters
Typing over text
Select and Deselect text Cut,

Copy and Paste Delete Text
Undo and Redo
Find and Replace text

MODULE 5

Formatting text
Font
Drop Cap ** Format Painter
Alignment and Justification
Line and Paragraph Spacing
Indentation
Page Breaks Line Break
Hyphenation

The above course is compiled for individuals with: Keyboard Skills, Introduction to Computers, Windows Basic, Windows Intermediate, Word Basic, PowerPoint Basic and PowerPoint Intermediate.



Course Content
Word Basic
Duration: 2 Days
Unit Standard 116938

Overview

MODULE 1

How does a Mail Merge work? Uses MODULE 1

Introduction

Benefits of using a Word Processor

MODULE 2

Opening and exiting Microsoft Word

The Word Window

Title Bar Menu Bar Standard Toolbar

Formatting Toolbar

Ruler

Minimise and Maximise

Maximise

Exit

Status and Scroll Bars Creating a New Document Save and Save As

Closing a Document

Opening an existing document

MODULE 3

Producing a document

Saving in different formats

MODULE 4

Inserting Text

Inserting Symbols and Special Characters

Typing over text

Select and Deselect text Cut, Copy and Paste Delete Text

Undo and Redo

Find and Replace text

MODULE 5

Formatting text

Font

Drop Cap ** Format Painter

Alignment and Justification

Line and Paragraph Spacing

Indentation

Page Breaks Line Break

Hyphenation

MODULE 6

AutoCorrect

Set up AutoCorrect for spelling

correc- tions

Spelling and Grammer

Thesaurus **

MODULE 7

Page Views

Personalised Toolbar and menu
options

Display and Remove rulers

Display and Remove Non-Printing
Characters

END USER MODULE

Short-Cut key Table ASCII Table

AutoText

Preview a document Print a

document Help

Office Assistant

Online and Offline Help

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