

# Word Introduction

## Course Outline

**Duration: 1 day**

### The Word screen

The Layout of Word

Using Shortcuts

Using the ruler

Exiting Word

### Typing, navigating and editing documents

Displaying nonprinting characters

Selecting text

Returning to the location of your last edit

Using the "Object Browser"

The non-breaking (hard) space

Pagination and page breaks

Finding text

Replacing text

### Working with Documents

Creating a blank document

Saving a document

Scrolling through a document

Printing a document

Print Previewing a document

Closing a document

Switching between open documents

### Formatting text

Formatting

Using superscripts and subscripts

Changing text case

Highlighting text

Finding and replacing formatting

Bullets and numbering

Inserting Symbols

### Creating a Table

Creating a table

Inserting Rows and Columns

Deleting Rows and Columns

Changing the properties of a table

Formulas in tables

Shading and colouring cells

Modifying borders

## **Working with Pictures**

Inserting Pictures

Wrapping text around a picture

Moving/Resizing a picture

Cropping a picture

## **Using AutoText and AutoCorrect**

AutoCorrect

Creating Autotext entries

Managing AutoText entries

## **Paragraph formatting**

Paragraph formatting

Adjusting line spacing

Adjusting spacing between paragraph

Copying formatting

Removing formatting

Using line breaks

Setting tab stops

Setting indents

Setting indents by using keyboard shortcuts

Creating bulleted lists

Keeping text together (text flow)

## **Page formatting**

Formatting your pages

Changing margins

Changing paper size/orientation