



Course Objectives

The main objective of this courseware is to introduce you to the basic commands, functions, and capabilities of Microsoft Word. It is designed for computer users who are new to word processing, or who only plan to use Word occasionally. Upon successfully completion you will be able to:

- access the Help feature and use the Office Assistant
- create and edit documents
- save, open and close documents
- move efficiently within one document or multiple documents
- preview and print documents
- apply formatting to text and paragraphs
- move and copy text
- set and adjust tabular columns
- set margins
- control the flow of the text
- add automatic page numbering
- create numbered lists and bulleted lists
- proofread and correct your documents
- use the Find and Replace feature
- create envelopes and labels

Prerequisites

This courseware assumes and requires that you have the skills learned in Windows 95, 98, 2000 or the XP environment. You must have a good working knowledge of the PC and you should also be familiar with using a mouse and the PC keyboard.

Course Materials

Course Length:

25 hours - *with flexibility*

Approximate Page Count

330 – 350 Pages

Number of Sections:

Six Sections Plus Preface and Appendices

Average Number of Exercises:

200

You have the option to ExtraSize this courseware to have access to online tutorials with audio narration, video clips, and hands-on simulated exercises. Your access is valid for a period of six months upon activation. It's a great way to keep those skills up-to-date.

LEARN THE SKILL

Hands on, step by step exercises that guide students through procedures and commands.

PRACTICE THE SKILL

Hands on, step by step guided exercises presented after a LEARN THE SKILL exercise. These exercises provide extra practice and reinforce or may present an alternative method of completing a task.

DEVELOP YOUR SKILLS

Hands on step by step exercises covering more than one feature within a module. They are presented at the end of a module.

APPLY YOUR SKILLS

Hands on, extended exercises presented at the end of a section. Each exercise is rated with a difficulty level based on skill competence.

BUILD YOUR SKILLS

Hands on, extended exercises presented at the end of each section. These exercises require the student to work independently and apply their knowledge of a combination of features learned, up to that point in the courseware, to accomplish a particular task. These exercises are rated with difficulty level based on skill competence.



Courseware Outline

SLATE TRAINING CENTRE

About This Courseware

- Courseware Conventions
 - Using the Book
- Courseware Objectives
 - Basic Windows Skills Checklist
- A Quick Review of Basics
 - System Requirements
 - Obtaining Support
 - Starting Word
 - Moving Around on the Screen
 - Moving Around Menus
- Moving Around Dialog Boxes

The Basics of Word

- Overview
 - What is Word Processing?
 - What is Word?
- Looking at the Screen
 - Using the Word Menus
 - Using the Word Toolbars
- Entering and Editing Text
 - Moving the Insertion Point
 - Using the Scroll Bar
 - Saving a New Document
 - Starting a New Document
 - Saving an Existing Document
 - Closing a Document
 - Opening a Document
 - Switching Between Documents

Formatting Text

- Selecting Text
 - Using the Selection Bar
- Editing Text
 - Replacing Selected Text
 - Using Undo
 - Using Redo
 - Using Repeat
 - Using Cut, Copy and Paste
 - Using the Clipboard
 - Moving Text Using Drag-and-Drop
 - Using the Paste Options Button
- Formatting Characters
 - Formatting with the Toolbar
 - Formatting with the Font Command
 - Highlighting Text
 - Using the Format Painter
 - Varying Text Case

Formatting Paragraphs

- Aligning Text
- Setting Tabs
 - Aligning Text with Tabs
 - Setting Tabs on the Ruler
 - Setting Tabs with Leaders
- Customizing the View
 - Adjusting the Zoom
- Indenting Paragraphs
 - Using the Paragraph Command
 - Using the Formatting Toolbar

Adding Bullets and Numbering

- Customizing the Lists
- Creating Outlines

Setting Line Spacing

Formatting the Page

- Changing the Paper Size
- Automatic Page Numbering
 - Inserting Page Breaks

Adding Borders

- Adding Shading

Changing Margins

Aligning Text Vertically

Proofing Your Documents

- Proofing Your Document
 - Using AutoCorrect
 - Checking the Spelling and Grammar
 - Using the Thesaurus

Using Time Savers

- Inserting the Date and Time
- Using AutoText
- Inserting Symbols and Special Characters

Finding and Replacing Items

- Finding Items
- Replacing Items

Getting Ready to Publish

- Printing Documents
 - Previewing the Document
 - Printing a Document
 - Creating Envelopes
 - Creating Labels
- Preparing for the Web
 - Viewing Web Documents

- Sending a Word Document via E-Mail

Working with Tables

- Working with Tables
 - Drawing a Table
 - Inserting a Table
- Working with Text

- Selecting Items in the Table
- Formatting the Table
 - Using AutoFormat
 - Modifying the Borders and Shading
 - Adjusting the Width or Height
 - Inserting & Deleting Rows/Columns
 - Merging and Splitting Cells
 - Aligning or Rotating Text
- Converting Text to a Table

Formatting Documents

- Headers and Footers
 - Creating Headers and Footers
 - Alternating Headers and Footers

Formatting with Styles

- Creating Styles
- Applying Styles to Text
- Modifying Styles
- Deleting Styles

Controlling the Text Flow

- Using Section Breaks

Working with Columns

- Modifying the Columns

Working with Objects

- Inserting Pictures
 - Inserting Pictures from a Disk

Manipulating Pictures

- Sizing a Picture
- Changing the Properties for a Picture
- Moving a Picture

Working with Chart Objects

- Creating Charts Using a Datasheet
- Customizing Charts
- Changing the Chart Type
- Modifying Chart Objects

Drawing Diagrams

Reviewing Documents

- Comparing Documents
- Sending a Document for Review
 - Routing Documents
 - Inserting Comments

Appendices

- Projects and Case Studies
- Productivity Tools
- Glossary of Terms
- Answers to Review Questions