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MICROSOFT WORD INTRODUCTION - LEVEL 1

A one-day course to introduce you to Word

Prerequisite: Introduction to Windows or Equivalent Prior Knowledge

Module 1 : Getting Started

Elements Of The Word Window

Create A New Document

Saving A Document

Using Help

Module 2 : Editing Documents

Open A Document

Navigating A Document Using The Scroll Bar

Navigating A Document Using The Keyboard

Using Go To

Edit Text In A Document

Undo And Redo

Autocorrect Feature

Find And Replace

Module 3 : Moving And Copying Text

Selecting Text Using The Mouse

Selecting Text Using The Keyboard

Move Or Copy Text Using The Mouse

Module 4 : Formatting Characters And Paragraphs

Applying Character Formatting – Font And Font Size

Other Character Formats

Using Paragraph Formats

View Paragraphs

Paragraph Alignment

Indentation

Line Spacing

Bullet And Numbering

Tabs

Module 5 : Creating And Managing Tables

Insert a Table

Inserting Rows Or Columns

Deleting Rows Or Columns

Using Autofit Options

Changing Cell Text Alignment

Module 6 : Controlling Page Layout

Accessing The Header Or Footer

Editing The Header or Footer

Navigating and Inserting Page Numbering

Changing Document Margins

Inserting a Page Break

Delete a Page Break

Module 7 : Using Proofing Tools

Using The Spelling And Grammar Checker

Spelling And Grammar Checking Options

Using The Thesaurus