

Course	Word Introduction – The Basics
Length	Three hours
Audience	For anyone new to word processing or for those self –taught, gain the foundation of word processing. Learn the easiest ways to enter and correct text, set margins, save, print and more. Students create, format, save, proof and print a basic document in Word.
Prerequisites	Participants must have Windows experience. Knowledge of file management is recommended.
Topics	<p>Module 1: Creating a document</p> <ul style="list-style-type: none">◆ Word tools:<ul style="list-style-type: none">Ribbon, File Tab, OptionsContextual TabsRuler / Views◆ Create a document◆ Enter/ edit text◆ Selecting text◆ Undo/Redo◆ Cut, copy and paste text◆ Show/ Hide <p><i>Module 2: Paragraph Formatting</i></p> <ul style="list-style-type: none">◆ Change font style◆ Change font size◆ Change Line spacing◆ Change margins◆ Working with numbered lists◆ Working with bullets◆ Align paragraphs◆ Use indents <p><i>Module 3: Managing Pages</i></p> <ul style="list-style-type: none">◆ Change page orientation◆ Insert a page break◆ Spell check a document◆ Save a document◆ Print preview / Print◆ Save & Send a document