



Microsoft

Word Foundation

Who Should Attend

This course is aimed at Windows computer users looking to learn introductory Word formatting and document creation skills, with no prior Word experience assumed. The focus is on fundamental Word knowledge and productivity skills for end users.

Format:

- Full-day instructor-led virtual classroom session

Tools Provided:

- Comprehensive Learning Guide
- Enrolment in our monthly LearningLink e-newsletter

Related Training:

- Microsoft Word – Intermediate
- Microsoft Word – Advanced

Learn to Format, Design, and Polish Professional Documents

Receive practical hands-on skills instruction to help you to use Word to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents.

This course will help you:

- Format text and paragraphs in Word documents
- Work efficiently with tools like Styles, Find & Replace, and Format Painter
- Create and format tables
- Insert graphics like symbols, photos, and charts
- Design page layout with headers/footers, page borders, watermarks, etc.



Priority Management Training
Email: Info@PriorityManagementTraining.ie
Tel: +353 (0)1 584 6376
Web: www.prioritymanagementtraining.ie

Synopsis:

Microsoft Office Word - Foundation

In this course, you will learn fundamental Microsoft Word skills.

Getting Started with Word

- Navigate in Microsoft Word
- Create and Save Word Documents
- Manage Your Workspace
- Edit Documents
- Preview and Print Documents
- Customise the Word Environment

Formatting Text and Paragraphs

- Apply Character Formatting
- Control Paragraph Layout
- Align Text Using Tabs
- Display Text in Bulleted or Numbered Lists
- Apply Borders and Shading

Working More Efficiently

- Make Repetitive Edits
- Apply Repetitive Formatting
- Use Styles to Streamline Repetitive Formatting Tasks

Managing Lists

- Sort a List
- Format a List

Adding Tables

- Insert a Table
- Modify a Table
- Format a Table
- Convert Text to a Table

Inserting Graphic Objects

- Insert Symbols and Special Characters
- Add Images to a Document

Controlling Page Appearance

- Apply a Page Border and Colour
- Add Headers and Footers
- Control Page Layout
- Add a Watermark

Preparing to Publish a Document

- Check Spelling, Grammar, and Readability
- Use Research Tools
- Check Accessibility
- Save a Document to Other Formats



Priority Management Training
Email: Info@PriorityManagementTraining.ie
Tel: +353 (0)1 584 6376
Web: www.prioritymanagementtraining.ie