



Microsoft Office Word Level 1

IS THIS FOR YOU?

This course is for anyone who wants to gain the skills to create, edit format and print basic Microsoft Office Word documents.

AIMS AND OBJECTIVES

You will create and edit basic Microsoft Office Word documents, learn how to change character and paragraph formats, create and format a table, sort a list and change the page setup.

PRE-REQUISITES

To be successful in this course, you should be familiar with using personal computers and you should have used the mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on the computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer and manage files and folders.

ABOUT THIS COURSE

Lesson One – Creating a Basic Word Document

- Identify and Customise the Elements of the Word Interface
- Enter Text in a Document
- Open and Save a Document in Different Views
- Print a Document

Lesson Two – Editing a Word Document

- Navigate around a Document and select Text
- Modify Text
- Undo and Redo changes
- Find and Replace Text

Lesson Three – Formatting Text and Paragraphs

- Apply Character Formatting and Styles
- Align Text using Tabs
- Control Paragraph Layout
- Apply Borders and Shading

Lesson Four – Inserting Tables in a Word Document

- Create, Modify and Format a Table
- Convert Text to a Table

Lesson Five – Managing Lists

- Display Text as List Items
- Sort a List
- Renumber a List
- Customise a List

Lesson Six – Inserting Graphical Objects

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

Lesson Seven – Controlling Page Appearance

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

Lesson Eight – Proofreading a Document

- Check Spelling and Grammar

COURSE DURATION: 6 HOURS

To find out more about this or any of our courses, speak to one of our friendly course advisors.

The best way to predict the future **is to create it.**

To discuss your current skills and aspirations, or to book your course, call...

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