



INTRODUCTION TO MICROSOFT® WORD

DESCRIPTION

ARE YOU NEW TO MICROSOFT WORD? THROUGH THIS INTRODUCTORY 3 HOUR WORKSHOP, LEARN TO CREATE DOCUMENTS, WORK WITH TEXT, FORMAT YOUR DOCUMENT, ADD PICTURES, AND PROOF AND PRINT YOUR PROJECT. THE USES FOR THIS POPULAR WORD PROCESSING PROGRAM ARE ENDLESS. LEARN THE BASICS TO GET YOU STARTED IN USING THE PROGRAM SO THAT YOU ARE READY TO EXPLORE THE REST.

OBJECTIVES

BY THE END OF THIS WORKSHOP YOU WILL BE ABLE TO:

- CREATE NEW DOCUMENTS
- SAVE YOUR DOCUMENTS
- PRINT YOUR DOCUMENT
- USE THE RIBBON
- NAVIGATE THE HOME TAB
- CREATE AND EDIT TEXT
- NAVIGATE THE INSERT TAB
- INSERT GRAPHICS
- NAVIGATE THE PAGE LAYOUT TAB
- CHANGE YOUR PAGE SETUP
- USE THE REVIEW TAB
- USE TEMPLATES

TARGET AUDIENCE

THIS WORKSHOP IS INTENDED FOR PERSONS THAT MAY BE NEW TO THE COMPUTER WORLD OR OFFICE PROFESSIONALS WHO NEED TO LEARN THE BASICS OF THE WORD PROGRAM. STUDENTS NEED TO HAVE A BASIC UNDERSTANDING OF COMPUTERS AS WELL AS BASIC HOME COMPUTING SKILLS.

CONTENT

- ☰ THE MICROSOFT OFFICE BUTTON
 - CREATING A NEW DOCUMENT
 - SAVING YOUR WORK
 - FILE FORMATS
 - PRINTING YOUR DOCUMENTS
- ☰ THE QUICK ACCESS TOOLBAR
 - CUSTOMIZING
 - UNDO/REDO FEATURE
- ☰ INTRODUCING THE RIBBON
- ☰ USING THE SCROLL BARS
- ☰ THE HOME TAB
 - CLIPBOARD GROUP
 - FONT GROUP
 - PARAGRAPH GROUP
 - STYLES
- ☰ THE INSERT TAB
 - PAGES GROUP
 - ILLUSTRATIONS GROUP
 - PICTURE TOOLS
 - DRAWING TOOLS
 - HEADERS AND FOOTERS
 - TEXT GROUP
- ☰ THE PAGE LAYOUT TAB
 - THE PAGE SETUP GROUP
 - BACKGROUNDS
 - BORDERS
- ☰ THE REVIEW TAB
 - PROOFING
- ☰ USING TEMPLATES