

Word 2002: Foundation Elements (1 day)

A one day course for those who have very little experience of Word (or none at all). Those who have used Word more often but are self taught may wish to attend this course after discussion with a course tutor about their level of knowledge or after viewing the course details.

Areas covered include -

Introduction to Microsoft Word 2002 (xpwf)

Overview: Session covering the basics of opening and closing word documents.

Includes - Creating a new document, Choosing a template, Setting the page dimensions, Using the Page Setup Paper tab, Using the Margins tab, Opening a file, Switching among files that are open, Saving a file, Using Save As, Closing a file, Quitting or exiting Word

Word 2002 Interface (xpwf)

Overview: Cover the essentials of what the different toolbars do and how they work.

Includes - Using the Main Menu, Using the Standard toolbar, Using the Formatting toolbar

Formats (xpwf)

Overview: Looking at some of the basics of manipulating text and paragraph layout.

Includes - Using basic formatting, Using levels of formatting, Using the Reveal Formatting Task Pane, Using Font Formatting, Selecting fonts and sizes, Selecting font styles, underlining, colour, and text effects, Creating character spacing, Animating text, Setting font formats as default, Using paragraph alignment, Creating Indented Text, Creating Paragraph spacing, Setting tabs, Removing tabs, Changing the default tab stops

Production (xpwf)

Overview: working with pages, headers and footers, lists, bullets and shading.

Includes - Working with Sections, Changing margins, Setting Orientation, Creating Gutters, Working with multiple pages, Changing the Default page, Setting the page size, Setting the paper source, Creating layouts, Using headers and footers, Using the Header and Footer toolbar, Using headers and footers that update automatically, Creating multiple headers and footers in one document, Applying Bulleted Lists, To remove bullets, Change the Type of bullet, Positioning indentation and text position, Applying Numbered Lists, Removing numbered lists, Changing Numbered Lists, Restart Numbered Lists, Using borders, Creating borders, Using Shading, Creating Shading

Edits (xpwf)

Overview: Cutting and pasting text and pictures around your documents.

Includes - Cutting, Copying and Pasting, Using the Task Panes, Using the new Paste Options button, Using Drag and Drop, Using Undo and Redo, Using Office Clipboard, Working With Multiple Items on the Office Clipboard

Find Replace And Go To (xpwf)

Overview: How to find and replace text within a document quickly

Includes - Using the Find option, Highlighting Items in a Document, Using the Replace option, Using the Search, option, Using the Go To option

Create An Email And A Web Page (xpwf)

Overview: Using word to create email messages, stationery and attachments.
Turning word documents into HTML.

Includes - Creating a blank e-mail message, Creating an e-mail from a Word Document, Setting for your message, Creating File Attachments, Selecting E-mail Signatures, Selecting E-mail Stationary, Setting Message Priority, Using Message Flags, Using Blind Carbon Copy, Creating a blank document, Creating a Web page

Print (xpwf)

Overview: How to print out part or all of a document.

Includes - Using the Print Preview, Printing odd or even pages, Selecting the number of copies, Selecting pages to print