

Jenny Labbett Computer Services

Making the most of Microsoft Office



Word Introduction: Session 1 (of 2)

Two half-day sessions.

Pre-requisites for this course: ability to use a mouse and keyboard as well as some familiarity with the Windows environment.

HALF-DAY (3 hours)	<ul style="list-style-type: none">• the Word screen layout• selecting text• moving round a document• saving a document• opening an existing document• creating AutoText entries• formatting text<ul style="list-style-type: none">• using the toolbar• using Format, Font• Undo and Redo• proofing tools<ul style="list-style-type: none">• Spelling• Grammar• Thesaurus
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(delegates should attend session 1 and session 2)