

**Delivery Method:** Instructor-led Classroom Learning

**Duration:** 1.00 Day(s)

**Pre-requisite(s)**

A basic understanding using the computer keyboard and mouse.

**Overview:**

Students will learn the basic skills necessary to begin using Word 2003/2007

**Outline:**

<b>Word Basics</b>	Introduction to Word 2003/2007 Creating a new blank document and the basics of entering text Saving a document Opening an existing a document Getting help in Word
<b>Editing Text</b>	Insert/Overtyping Mode Making changes to text Techniques for selecting text Adding and altering text Moving and copying text
<b>Word Processing Tools</b>	Undo/Redo tool Find and Replace Spelling and Grammar checking
<b>Formatting Text</b>	Changing alignment Bold, italic and underline
<b>Controlling Page Appearance</b>	Line Spacing Changing margins
<b>Printing</b>	Print Preview Printing Options
<b>Graphics</b>	Incorporating clip art and pictures

**Next Steps:**

Word Intermediate

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