

The Reluctant Mouse

Affordable, flexible computer training for work and home



The Reluctant Mouse

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Course Outline - Introduction to Word



Aims

To introduce the basic features of Word and highlight some of the ways in which it can be used to advantage in both working and domestic situations.

Learning Objectives

By the end of the course learners will feel confident in their ability to produce and attractively format their own documents with text, tables, lists and/or images.

Previous Knowledge/Experience

It is assumed that learners have no previous experience of using Word, although they should have basic computer skills including using the mouse, or other pointing device, and keyboard.

Duration

5 x 2 hr classes

Topics

- ♥ What is Word? How might it be useful to me?
- ♥ Getting started - the cursor, moving around the page, using views, right clicking (shortcut menus).
- ♥ Entering, selecting, amending and deleting text; using cut, copy, and paste.
- ♥ Saving, closing and opening documents using 'Backstage'.
- ♥ Formatting text - changing font styles and appearance, size, alignment and spacing.
- ♥ Changing margins, orientation, indents and line spacing; using page breaks.
- ♥ Introduction to creating, using and formatting tables and using tabs.
- ♥ Simple bulleted or numbered lists.
- ♥ Introduction to inserting pictures and creating graphics.

Follow-on Courses

- ♥ Intermediate Word
- ♥ Advanced Word

Course content may change at the trainer's discretion to suit the needs of delegates on the day.

