

MS Word 97 for Windows 95 Essentials

A One Day Training Course

Course Aims:

This intensive course is designed to give an introduction to the essential aspects of Word 97. As the latest product from Microsoft, Word 97 provides the same style of easy-to-use menus as the rest of the products in the range. This entirely 'hands on' course will give participants a good understanding of text production, including formatting editing and printing.

Course Outline:

Getting Started

Starting Word 97
Word 97 Opening Screen
Title Bare; Menu Bar; Toolbars
Scroll Bars; Status Bar
Office Assistant

Menus

SpeedKeys

Dialogue Boxes

Exiting Word

Getting Assistance

Using the Office Assistant
Other Ways of Getting Assistance
Manipulating the Help Window
Finding Out What is on the Screen

Creating Documents

Creating a New Document
Entering Text
Saving a Documents
Closing a Document on Screen
Opening an Existing Document

Editing Documents

Moving the Insertion Point
Scrolling
Selecting Text
Insert and Overtyping
Typing Replaces Selection
Deleting Text
Undoing Incorrect Edits
Entering the Data

Moving and copying Text

Moving Text (Cut and Paste)
Copying Text (Copy and Paste)

Working with Fonts

The Formatting Toolbar

The Format Painter

Case Conversion

Working with Paragraphs

What are Paragraphs?

Aligning Paragraphs

Line Spacing

Paragraph Spacing

The Paragraph Dialogue Box

Removing Paragraph Formats

Productivity Tools

AutoCorrect

AutoText

AutoFormatting

Indents, Bullets and Numbering

Indenting Text

Automatic Bullets and Numbering

Applying Bullets and Numbering to Text

Proofing

Browsing

Go To

Finding and Replacing Text

Spell and Grammar Checking

Viewing and Printing Documents

Landscape Printing and Paper Size

Page Breaks

Print Preview

Printing

Introduction to Tables

Creating a Table

Moving the Insertion Point

Inserting and Deleting Columns and Rows

Changing the Width of Columns and Rows

Target Audience:

Intending, new or existing users of MS Word 97 who want to get to grips with the essentials of this package as quickly as possible.

Assumed Knowledge:

A basic understanding of PCs, use of a keyboard and mouse, plus knowledge of MS Windows 95 is required, gained either by previous experience or by attendance on a "Windows 95 User Introduction" course.