



MICT SETA accredited ACC/2011/07/066 Est. October 2003

## College Africa Group - Word Basic table of contents

This course covers the fundamental features of Word as well exposing the delegate to some of the functions in Word. This is an intense one day course which will provide the delegate with sufficient Word skills to create basic correspondence in Word. This course will prepare the delegate for more advanced courses. The delegate receives a manual and an electronic attendance certificate.

- Running Microsoft Word
- The Word screen
- Working with help
- Viewing options
- Saving a document
- Using the auto spell checker
- Using the spell checker
- Previewing a document
- Printing a file
- Closing a document
- Creating a new document
- Opening an existing document
- Navigating within a document
- Replacing text
- Deleting text
- Oops!! Undeleting text
- Using click and type
- Applying attributes
- Changing fonts & point size
- Advanced formatting options
- Using the format painter
- Page setup
- Changing margins with the mouse
- Adjusting the line spacing
- Paragraph alignment
- Reveal formatting
- Changing case
- Inserting the date & time
- Setting tabs
- Indenting paragraphs
- Adding manual page breaks
- Inserting blank pages
- Creating cover pages
- Moving text
- Copying text
- Dragging & dropping
- Using the office clipboard
- Working with the thesaurus
- Using the auto grammar checker
- Using bookmarks
- Printing

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