



Microsoft Word Basic

Practical Workplace Foundation - Course Outline

Course overview. This one-day, instructor-led course gives beginners, occasional Word users and self-taught employees a structured foundation for everyday business documents. The emphasis is on creating, editing, formatting, proofing and printing letters, memos and simple reports accurately and consistently.

Duration	Level	Delivery	Certificate
1 day	Beginner / foundation	Onsite or virtual	Electronic attendance certificate

Course Objectives

- Navigate confidently within the Word screen, ribbon and document views
- Create, open, save and close documents correctly
- Enter, select, edit, move and copy text efficiently
- Apply professional text and paragraph formatting
- Use Format Painter, Undo, Redo and Repeat to work faster
- Set tabs, indents, line spacing and simple bulleted or numbered lists
- Check spelling and grammar and use the thesaurus
- Set up pages, margins, page breaks and page numbers
- Preview and print documents

Course Content

1. Getting Started with Word

- Starting Word and identifying the components of the Word screen
- Using the ribbon and Quick Access Toolbar
- Document views and zoom
- Creating, opening, saving and closing documents
- Using Word Help where appropriate

2. Entering and Editing Text

- Entering text and using Click and Type
- Moving the insertion point and navigating within a document
- Selecting text with the mouse and keyboard

- Replacing and deleting text
- Using Undo and Redo
- Inserting the date and time

3. Moving and Copying Text

- Cutting, copying and pasting text
- Dragging and dropping
- Using the Office Clipboard

4. Formatting Text

- Changing fonts and font sizes
- Applying bold, italic, underline and other text effects
- Changing case
- Viewing, copying and removing formatting
- Using Format Painter and the Repeat command

5. Formatting Paragraphs

- Paragraph alignment
- Line and paragraph spacing
- Using the ruler and indenting paragraphs
- Setting and using tabs
- Simple bulleted and numbered lists

6. Proofing Documents

- Checking spelling and grammar
- Using the thesaurus
- Using AutoCorrect

7. Page Layout

- Page setup, orientation and paper size
- Setting margins
- Inserting manual page breaks and blank pages
- Inserting page numbers
- Adding a cover page

8. Previewing and Printing

- Previewing documents before printing
- Print settings and printing documents

Practical Workplace Application

Exercises use straightforward workplace documents such as business letters, memos, notices, simple reports and lists. The aim is to build reliable habits before delegates progress to Word Intermediate.

Progression

Microsoft Word Basic is the foundation of the College Africa Group Word pathway. Delegates who are comfortable with these skills can progress to Word Intermediate and then Word Advanced.