

# MS WORD – LEVEL 1



## Computer Smart TRAINING CENTRE

**Learning Outcomes:** The *MS Word Level 1* course focuses on basic document production using MS Word and is designed to give the user a sound understanding of how documents are created, formatted, and printed. It is ideal for people who work in offices, for clubs or charities where there is a requirement to produce reports, tabularised numbers and the like.

**Pre-Requisites:** Participants should have either completed the three hour Introduction to MS Word or have some previous exposure to MS Word. It is also desirable that students have a general understanding of personal computers and the Windows operating system as the user will be required to start applications, work with and copy files, and locate file folders.

### Word Orientation:

- Starting Word
- The Word Screen
- Using the Menu/ Ribbon
- Using Key Tips
- Using Short Cut Menus
- Understanding Dialog Boxes
- Launching Dialog Boxes
- The Quick Access Toolbar
- Using The Ruler And Status Bar
- Exiting Safely from Word

### Working With A Document:

- The Open Dialog Box
- Opening An Existing Document
- Navigating With The Keyboard
- Scrolling Through A Document
- Understanding Document Views
- Changing Document Views
- Page Zooming
- Viewing The Ruler
- Showing Paragraph Marks
- Previewing A Document
- Counting Words
- Saving And Closing A Document

### Creating A New Document:

- Creating Documents in Word
- Using The Blank Template
- Typing Text and Numbers
- Inserting A Date
- Saving a New Document
- Printing a Document
- Safely Closing a Document

### Working With Text:

- Techniques For Selecting Text
- Selecting Text Using The Mouse
- Selecting Text Using The Keyboard
- Editing In Insert Mode
- Editing In Overtyping Mode
- Deleting Text
- Using Undo
- Using Redo
- Using Repeat
- Using Click And Type
- Inserting Special Characters
- Understanding Search And Replace
- Finding Words And Phrases
- Replacing Words And Phrases

### Cutting and Copying:

- Understanding Cutting And Copying
- Cutting And Pasting
- Copying And Pasting
- Drag And Drop Cutting

Computer Smart Training Centre  
Suite 6, 153 Cotlew Street Ashmore Qld 4214  
Postal Address: PO Box 4049 Ashmore Qld 4214  
Phone: 55395 666 Fax: 55392 666

Email: [contactus@computersmart.com.au](mailto:contactus@computersmart.com.au) Website: [www.computersmart.com.au](http://www.computersmart.com.au)

# MS WORD – LEVEL 1

## Cutting and Copying cont...

- Drag And Drop Copying
- Using The Clipboard Task Pane
- Using Paste Special

## Formatting Text:

- Understanding Font Formatting
- Working With Live Preview
- Changing Fonts
- Changing Font Size
- Making Text Bold
- Italicising Text
- Underlining text
- Applying Strikethrough
- Subscripting Text
- Superscripting Text
- Highlighting Text
- Changing Case
- Changing Text Colour
- Using The Format Painter
- Clearing Font Formatting

## Paragraph Formatting:

- Understanding Paragraph Formatting
- Text Alignments
- Changing Text Alignments
- Changing Line Spacing
- Changing Paragraph Spacing
- Indenting Paragraphs
- Outdenting Paragraphs
- Starting A Bulleted List
- Adding Bullets To Existing Paragraphs
- Removing Existing Bullets
- Starting A Numbered List
- Numbering Existing Paragraphs
- Removing Existing Numbers
- Shading Paragraphs
- Applying Borders To Paragraphs

## Tables:

- Understanding Tables
- Creating A Table
- Adding Data To A Table
- Selecting In Tables
- Selecting Using The Mouse
- Inserting Columns And Rows
- Deleting Columns And Rows
- Changing Column Widths
- Changing Row Heights
- Autofitting Columns
- Shading Cells
- Modifying Borders
- Modifying Border Styles
- Choosing A Table Style

## Tabs:

- Using Default Tabs
- Setting Tabs On Ruler
- Modify Tabs On Ruler
- Using The Tabs Dialog Window
- Tab Leaders

## Printing:

- Understanding Printing
- Print Previewing
- Quick Printing
- Selecting A Printer
- Printing The Current Page
- Specifying A Range Of Pages
- Specifying The Number Of Copies

## \*\*\*Bonus Topic - Page Layout (Optional)

- Changing Page Margins
- Setting Custom Margins
- Changing Page Orientation
- Changing Paper Sizing
- Inserting A Page Break
- Formatting Page Numbers
- Removing Page Numbers

**Computer Smart Training Centre**  
**Suite 6, 153 Cotlew Street Ashmore Qld 4214**  
**Postal Address: PO Box 4049 Ashmore Qld 4214**  
**Phone: 55395 666 Fax: 55392 666**

**Email: [contactus@computersmart.com.au](mailto:contactus@computersmart.com.au) Website: [www.computersmart.com.au](http://www.computersmart.com.au)**