

# Word Level 1 - Basic

## What do I need?

Learners should be able to read and write in the English language. ABET or equivalent knowledge is essential for attending this course. They should be familiar with using a mouse and keyboard. They should be comfortable in the Windows environment and able to use Windows to manage information. Learners should have completed Computer Literacy or possess equivalent knowledge prior to attending this course.

## How long is the course?

2 Days

## Who should attend?

This course is designed for learners who have no previous experience in applications. This thorough and slow paced course will provide the learner with the basic foundational skills required to work in Word.

### Creating a Basic Document

- The Word Environment
- Get Help Using Word
- Enter Text
- Save a New Document
- Preview a Document
- Print a Document

### Editing a Document

- Navigate in a Document
- Insert and Edit Text
- Select Text
- Move and Copy Text
- Delete Text
- Undo Changes

### Formatting Text

- Change Font Size
- Apply Font Styles and Effects
- Change Font Colour
- Copy Formats

### Formatting Paragraphs

- Change Paragraph Alignment
- Add Borders and Shading
- Apply Bullets and Numbering
- Change Paragraph and Line Spacing

### Proofing Documents

- Check Spelling and Grammar

### Work with Tables

- Create a Table
- Enter Data in a Table

### Insert Graphics

- Insert Symbols and Special Characters

### Control Page Appearance

- Insert a Page Break