

## **Microsoft Word from Scratch**

**2 Days**

### **Word Basics**

- The Basics of Entering Text
- The File, Save As Command
- Opening and Editing a Document
- Saving a Document

### **Navigating in a Document**

- Scrolling in a Document
- Searching in a Document

### **Additional Editing Techniques**

- Using the AutoCorrect Feature
- Techniques for Selecting Text
- Moving and Copying Text

### **Character and Paragraph Formatting**

- Basic Character Formatting Techniques
- Advanced Character Formatting Techniques
- Paragraph Formatting
- Working with Indents, Numbered Lists and Bulleted Lists
- Line Breaks and Line Spacing

### **Introduction to Tabs and Tables**

- Tabs
- Creating a Table
- Enhancing a Table

### **Controlling Page Appearance**

- Headers and Footers
- Margins
- Page Breaks

### **Tools and Printing**

- Using Proofing Tools
- Printing a Document
- Envelopes and Labels

**Certificates will only be issued on successful completion of Assessment**