

Introduction to Microsoft Word

Objectives

Master Word fundamentals

Agenda

1 Getting to know Word

- Understanding Word Window: parts of the screen, drop-down menus, window layout views
- Keyboard shortcuts
- Working with text: entering, selecting, deleting, and pasting
- Formatting techniques: changing the font size, color, style, etc; character spacing and text effects; applying color to the background
- Spelling and Grammar
- Saving and printing a document
- Opening and editing a document

2 Using templates for creating professional documents: memorandums, faxes, resumes, and newsletters

