



MONROE BUSINESS ASSOCIATES

WORD BASICS

(3 hours)

Who should attend:

Individuals attending this course should be familiar with the Word. Perhaps you took a class a long time or self taught yourself.

Prerequisites:

A working knowledge of the skills outlined within *Introduction for Windows* is required. No previous Word experience is required.

Course Outline:

Word Basics

- Screen Elements
- Document Window
- Opening Word
- Using Help

Creating a New Word Document

- Templates and Wizards
- New Document
- Typing a Document
- Editing a Document
- Navigating Techniques
- Saving Files
- Closing a Document

Working With Files

- Opening Files
- Selecting Techniques
- Moving/Copying with the Clipboard
- Moving/Copying with Drag and Drop

Printing

- Print Preview
- Printing

Formatting

- Formatting Text
- Formatting Paragraphs
- Document Formatting

Tabs

- Creating Tabs
- Creating Tabs with the Format Menu
- Line Leaders

Introduction to Tables

- Creating Tables
- Editing Tables

Page Breaks

- Inserting Page Breaks

Numbering Pages

- Inserting Page Numbers

Find and Replace

- Finding and Replacing Text
- Replace/Find Options

Word Tools

- Spelling
- AutoCorrect
- Thesaurus
- AutoText