

## Microsoft Word - Beginning

This is an introduction to Microsoft word processing software. Create, edit, save, format and print basic documents; cut/copy/paste and find/replace text; apply font styles and effects; add bullets and numbering; work with tabs and indents; align text; apply borders and shading; use wizards and templates to produce documents; insert headers/footers; apply different formatting to document sections; create columns; insert clip art. Create and format tables, modify rows and columns, perform calculations, sort table data, customize tables.

### What You Will Learn

- Create, edit, save, format and print basic documents
- Cut/copy/paste and find/replace text
- Apply font styles and effects
- Add bullets and numbering
- Work with tabs and indents
- Align text
- Apply borders and shading
- Use wizards and templates to produce documents
- Insert headers/footers
- Apply different formatting to document sections
- Create columns
- Insert clip art
- Create and format tables, modify rows and columns, perform calculations, sort table data, customize tables.

### Who Should Attend

Learners who need to acquire Microsoft Word skills and qualifications for employment purposes, utilize a microcomputer as a word processor, or learn word processing.

### Prerequisites

Working knowledge of Windows