Word

Introduction

Overview

The workshop aims to cover the following content:

- Exploring the Word Screen
- Basic Editing
- Navigating around a document
- Selection techniques
- Editing, Inserting and Deleting Text
- Cut, Copy and Paste
- Show/Hide command
- The right mouse button
- Formatting text using the menu toolbar
- Formatting paragraphs: alignment, line spacing, bullets and numbers, borders
- Landscape vs portrait
- Margins
- Page breaks
- Spell checking and Auto correct
- Printing your work

How to book
To book this training please contact WorkforceDevelopment@southend.gov.uk

Need Identified: The course will provide you with the skills you need to work quickly and produce beautifully formatted documents.

Desired Outcomes: Delegates will leave feeling confident about creating professional documents with the software and be able to navigate the interface intuitively and productively.