

Word 2013 Level 1



Develop competence & confidence in MS Word

OVERVIEW

Learn the important fundamentals of Word including styles and structuring, text formatting, and working with the task pane to produce well structured documents.

Getting to Know Microsoft Word

- Using the ribbon
- Using short cuts
- Launching dialog boxes
- Navigating

Creating a New Document

- Typing
- Saving
- Printing
- Safely closing

Working with a Document

- Opening
- Navigating
- Viewing the ruler
- Zooming

Working with Text

- Selecting
- Editing text
- Undo and redo
- Find and replace

Cutting and Copying

- Cutting
- Copying
- Pasting
- The clipboard

Font Formatting

- Changing fonts
- Bold, italise, underline
- Highlighting
- Change text colour
- Use the format painter

Paragraph Formatting

- Text alignment
- Paragraph spacing
- Numbered and bulleted lists
- Borders and shading

Page Layout

- Page margins
- Page orientation and size
- Page breaks
- Page numbers

Tabs

- Setting tabs
- Modifying tabs

Tables

- Creating tables
- Inserting and deleting
- Changing width and height
- Borders and shading

Printing

- Prviewing
- Quick print
- Printing a range

DURATION

1 day

→ [Click Here for Scheduled Dates](#)

DELIVERY MODES

- ✓ Scheduled classes
- ✓ Onsite classes
- ✓ Webinar
- ✓ Presentation

PRE-REQUISITES

None

CORE COMPETENCIES

- ✓ Editing text
- ✓ Layout
- ✓ Formatting
- ✓ Tables
- ✓ Tabs

BOOK NOW

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Or call **02 8824 4677**
for more information



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