MS Word Training Course 2019

Beginner Level

WDR

Course Description:

Basic Microsoft Word 2016, where you will be taught about the software **from the start.** Anyone who is not aware of how to work on Microsoft Word will benefit from this MS Word 2016 course.

The training course starts off with an **orientation of the Word 2016 interface** and then explores the **functionality at the heart of Word:** creating, editing, and formatting documents. It also covers proofing documents, modifying page layout, exemplifying a document, printing documents, and customising a word document. This **online** Microsoft Word 2016 training course will help you to create documents from scratch and will guide you in every minute aspect of the software. **The aim is for you to be able to work confidently on this software after completing this course.**

The course is divided into the following **eleven sections**, each dealing with a particular function of MS Word 2016.

Section 1: Introduction to Basic Microsoft Word 2016

A basic introduction to Word Processing and to online Microsoft Word 2016 training is given here. You will learn about the uses of word processing, and why MS Word 2016 is so popular.

Section 2: Getting Started

You are familiarised with the various toolbars of online Microsoft Word 2016 training. You will learn how to use the navigation pane and various icons, as well as a general overview of the toolbars.

Section 3: Basic Idea of Text

You will learn to type text and edit it using various features on Word, working with text and edit functions.

Section 4: Formatting of Text

This section will train you to format your text in an MS Word 2016 document. You will learn about font sizes and varieties, insertion of various additives like bullets, numbering, etc. This also includes basic formatting functions.

Section 5: Saving a Document

This section focuses on how to save an MS Word 2016 document to the hard disk and removable devices.

Section 6: Modifying Page Layout & Design Tab

You will learn how to change the layout and design of your Word 2016 page, change margins and page layouts and how to insert columns, page breaks, page borders etc.

Section 7:
Proofing Documents

You can not only make your document in MS Word 2016, you can also proofread and enrich it. Various options for proofreading your document are discussed in this section. Investigate the spell and grammar check functions as well as the Thesaurus and translation tools.

Section 8:
Printing Options

This section trains you to use the print command and various options therein, including how to properly print a document.

Section 9:
Formatting Paragraphs

This section will equip you to format and modify paragraphs in an MS Word 2016 document. Investigate alignment, justification of paragraphs, indents and tabs.

Section 10:
Exemplifying a Document

There are various features in online Microsoft Word 2016 training that makes your document more attractive and interesting. The section familiarises you with various effects and add-on inserts of MS Word 2016 such as inserting pictures, adding tables, charts, SmartArt etc. as well as special effects.

Section 11:
Customising a Word Document

Word documents can be customised as per user preference. You will learn how to customise your MS Word 2016 document.

Who is this Course for?

Anyone who wants to familiarise with word processing would benefit from this course. Students, professionals, business people, sales people, personal computer users would gain from doing the Basic online Microsoft Word 2016 course. A willingness and desire to learn is essential to be able to grasp the basic concepts of word processing. **Average keyboard skills and moderate typing speed are desirable.**

Course Specifics:

Price: £350 per person (ex. VAT)

Duration: 1 day course

We provide a **one-day intensive**, supported learning programme. The course is broken down by our expert tutor and will provide you with a highly interactive learning experience in our Horsham Training Centre, supported with eBooks (bring a memory stick!).
Our range of Microsoft Office courses are available from **Beginner, Intermediate and Advanced levels** ensuring that the learning you take away from them is in keeping with your day-to-day requirements.

For larger groups, WDR can arrange training at your premises or a local venue. **Please speak to our team for more details:**

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