

Cornwall Computer Training

Word Beginners Objectives for a One-day Course (6 hours)

The Word Interface

Saving Documents

- Document Inspector
- Document Properties
- Password Protection

Templates

Working with Text

- Text Selection
- Document Navigation
- Inserting Symbols and Special Characters
- Inserting Date and Time

Document Views

Proofing and Research Tools

Cut, Copy and Paste

Find and Replace Tools

Formatting Fonts and Paragraphs

- Incl. Tabs

Inserting and Modifying Comments

Working with Styles

Navigation Pane

Applying Bullets and Numbering

Creating and Modifying Headers and Footers

Creating and Manipulating Page Backgrounds

- Watermarks
- Page Borders
- Cover Pages

Printing

Optional Extras:

- Basic Tables
- Pictures