



Course Outline

WORD1002 – Microsoft Word Intermediate

Sector/Unit: WORD1002	Course: Microsoft Word Intermediate
Duration: 4 ½ Hours	No. of Delegates: max 8
Course Format: Presentations, Demonstrations and Practical workshop	
Delegates' Pre-Requisite Knowledge/Skills Delegates have working knowledge of the Windows environment and basic skills in using Microsoft Word including starting Word, opening a document, entering text and saving a document.	
Learning Outcomes/Objective At the end of the course delegates will be able to: <ul style="list-style-type: none"> ▪ Format documents with fonts, bullets, numbered lists, headers and footers ▪ Check spelling and use the thesaurus ▪ Insert and manipulate pictures in a document ▪ Set up a document for printing 	
Course Outline <ul style="list-style-type: none"> ▪ Review of Microsoft Word fundamentals and terminology ▪ Saving documents and file naming conventions ▪ The importance of layout and formatting ▪ Text styles, sizes and fonts ▪ Paragraph alignment ▪ Using Bullets and Numbered lists ▪ Find and Replace text ▪ Creating Headers and Footers ▪ Using the Spell-check and Thesaurus tools ▪ Inserting and formatting pictures ▪ Printing <ul style="list-style-type: none"> ○ The standard Print Layout View ○ Managing Page Breaks ○ Page Setup and Margins ○ Using Print Preview to check the layout 	

