

# **Training Course Specification**

## **Course: Word Introduction (versions 2007 to 2016)**

**Duration: 2.5 hours**

<b>Aims and objectives of the workshop:</b>	This course is designed for users of Word who want to speed up their use of Word
<b>Who should attend:</b>	Word users who wish to streamline word processing skills
<b>Experience needed:</b>	No previous experience of Word Needed

### **Formatting text**

- Learn how to change the way that text looks on the page (e.g. bold, centred, italics etc.)
- Explore the way to replace words or text throughout a document
- Understand the correct layout for official letters
- Managing line and paragraph spacing

### **Speeding up with regular work**

- Using Auto Correct effectively
- Changing and inserting default AutoText entries
- Using Format Painter effectively

### **Tabs and Tables**

- Using Tabs to lay out a document
- Using Tables to lay out a document
- Using borders effectively
- Using shading effectively