

MS Word for Beginners

1 x 1.5 HOUR ONLINE WEBINARS



This webinar is designed to cover the essentials of MS Word. The course is primarily aimed at those who are relatively new to working with Microsoft Word. Essential functionality of Word will be covered ensuring that participants have a good basic working knowledge of the application on completion.

WEBINAR 1 - MS WORD

THE BASICS

- Overview of File Management
- Overview of MS Word screen
- Creating / Saving / Closing / Opening a Document
- Attaching and sending files in Outlook

EDITING

- Moving around the Document
- Deleting and Inserting text
- Selecting text

FONT (TEXT) FORMATTING

- Applying / Removing formats
- Using the Format Painter

PARAGRAPH FORMATTING

- Paragraph Alignment
- Bulleted and Numbered Lists

MOVING AND COPYING TEXT

- Using Drag & Drop
- Using Cut, Copy & Paste

PAGE SETUP

- Margin settings
- Page Orientation
- Previewing and Printing a Document

PRACTICAL EXERCISE

- Overview of exercise for completion prior to webinar 2.

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Cork: 11 Pembroke St., Cork | Dublin: The Capel Building, St. Mary's Abbey, Dublin 7

Cork: 021 021 242 8848 | Dublin: 01 905 9662

E: info@e-bridge.ie W: www.e-bridge.ie