

Microsoft 365 Introduction

1 Day Course

Overview

This introductory hands-on course is designed to give delegates the skills necessary to produce simple Word documents such as letters, memos, and other short documents. You will learn how to navigate documents efficiently and use editing tools, paragraph styles, tabs, lists, and tables to make documents look good.

Audience

Users needing to learn the fundamentals of word processing.

Course Objectives

At the end of this course, delegates will be able to create, edit, format and print documents.

Prerequisites

No prior knowledge of Microsoft Word is assumed.

Course Contents (1 day)

- Getting Started
 - Screen layout, QAT, Mini toolbar
 - The Ribbon & Backstage View
 - Selecting, Deleting, and Inserting text
 - Moving around a document
 - Insert & Overtyping mode
 - Making simple editing changes
 - Inserting a manual Page Break
- Formatting Pages
 - Changing the Page Layout
 - Setting Page Margins
 - Specifying the Paper size and Orientation
 - Applying Borders & Shading
 - Page breaks (soft and hard)
- Inserting & Formatting Text
 - Inserting special characters
 - Inserting non breaking hyphens & spaces
 - Adding Watermarks
 - Changing the Colour, Font, Size, Style and Case
 - Underline Options
 - Using the format painter tool
- Formatting Paragraphs
 - Indenting paragraphs
 - Left & Right indent
 - First Line indent
 - Hanging indent
 - Changing Line spacing
- Bullet and Numbered lists
 - Auto Numbering paragraphs
 - Changing bullet/number styles
 - Restart numbering
- Tabs
 - Setting Tabs using the ruler
 - Left, Centre, Right & Leader tabs
 - Tab stops
 - Removing tabs
- Tables
 - Basic Tables to hold text
 - Basic table formatting
- Editing and Revising Documents
 - Copying and Moving techniques
 - Finding and Replacing Text
 - Correcting Spelling and Grammar
 - Using the Thesaurus
 - Using AutoCorrect, AutoComplete and AutoText
- Previewing and Printing a Document



- Previewing
- Printing options
- Basic Headers and Footers
- Save as PDF

- Viewing documents side by side
 - Synchronised scrolling
 - Screen Capture tool

Course Materials

Enliten IT will provide each delegate with a workbook and other useful reference materials where applicable. These may be either paper based or in Adobe pdf format or a combination thereof.