

## *SkillMaster Computer Training*

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### Microsoft Word - Introduction

What is Word Processing?	
Word's Screen	<ul style="list-style-type: none"><li>• work with views and toolbars</li></ul>
Using Help in Word	
Create documents	<ul style="list-style-type: none"><li>• create letters, memos, fax forms and reports</li></ul>
Format text	
Manipulate text	<ul style="list-style-type: none"><li>• copy/cut and paste text</li><li>• change case</li><li>• insert dates</li><li>• word count</li></ul>
Work with multiple Windows	<ul style="list-style-type: none"><li>• work with several documents</li></ul>
Save	
Page Setup	
Work with Indents	
Paragraphs' techniques	
Managing documents	<ul style="list-style-type: none"><li>• copy, delete, preview, sort and find documents</li></ul>
Spell check and Grammar Check	
Selecting text techniques	
Find and Replace text	
Undo mistakes	
Autocorrect	

Printing and Print preview	
Page Breaks	
Work with bullets and paragraph numbering	
Work with paragraph borders and shading	
Introduction to Graphics	
Keyboard Shortcuts	
Page Numbering	
Headers and Footers	