How-To Session
MICROSOFT WORD
BEGINNER

Date | Thursday, April 4th
1:00-3:00pm

Location | Skipwith – RM112

Coordinator | Occupational Training

Target Audience | **Individuals who already have practical, every-day computer skills that would like to increase their knowledge by learning the basics of Microsoft Word**

Enroll Now
Email: Fm-Training@virginia.edu
Please include your name
and computing ID

Overview
The goal of this course is to explore the basics of Microsoft Word through an interactive, hands-on session. This session provides an introduction into what Microsoft Word is and how it can make many everyday job responsibilities easier.

Program Content
- Basic Use
  - New documents
  - Document navigation
- Editing text
  - Working with text
  - The Undo and Redo commands
  - Cut, copy, and paste
  - Find and replace
- Formatting text
  - Character formatting
  - Paragraph formatting
  - Paragraph spacing and indents
- Tables
  - Creating tables
  - Working with table content
  - Changing the table structure
  - Table design options
  - Table data
- Page layout
  - Headers and footers
  - Page setup
- Graphics
  - Adding graphics and clip art
  - Working with graphics
- Styles and outlines
  - Working with styles
  - Working with outlines
- Proofing, printing, and exporting
  - Spelling and grammar
  - AutoCorrect
  - Printing and exporting documents
- Bonus
  - Keyboard shortcuts
  - Mouse shortcuts