



How-To Session MICROSOFT WORD BEGINNER

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

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

Enroll Now

Email: Fm-Training@virginia.edu

Please include your name
and computing ID