



## Microsoft Word Introduction

### What you'll learn

- ✓ Getting Started with Microsoft Word
  - ★ Load Word and use its basic controls to create a document
- ✓ The Ribbon Interface in Word
  - ★ List and Identify Word's Ribbon tabs and options
- ✓ Advanced Tabs and Customization
  - ★ Demonstrate the use of Specialist contextual tabs and more Advanced Ribbon tabs
- ✓ Creating Word Documents
  - ★ Creating a document and apply formatting and effects for a professional look
- ✓ Doing More with Text
  - ★ Enhance your document text with paragraph and advanced formatting options
- ✓ Viewing and Printing Your Document
  - ★ Adjust Word's view and printing options to achieve the best results

### What does our Word Introduction course cover?

#### Start Using Microsoft Word Properly!

This really useful course is designed for all newcomers to Word who want to use the software and become productive in the shortest possible time.

You'll also find it of great value if you have a little experience, but are self-taught, and still find yourself frustrated when things aren't as easy as you expect.













Just ask yourself: why do I keep hitting silly problems with using Word, when I could easily learn how to use the basic features properly? You need this course!

This Microsoft Word skills training course, like all our courses, has been developed over many years of classroom and online delivery. Content has been thoroughly researched and is constantly updated so it's always leading edge. It's delivered by professional presenters and is full of practical knowledge and solutions.

Still wondering whether to do the course?

Just think about this: how much would you benefit if you had better Microsoft word skills?

# Course content for Microsoft Word Introduction

1		<b>1 - Getting Started with Microsoft Word</b> <ul style="list-style-type: none"><li>» Meeting Microsoft Word</li><li>» Creating a Document</li><li>» Navigating in Your Document</li><li>» Doing More with Your Document</li><li>» Working with Your Document</li><li>» Getting Help in Word</li></ul> 
2		<b>2 - The Ribbon Interface in Word</b> <ul style="list-style-type: none"><li>» Getting Acquainted</li><li>» The Quick Access Toolbar</li><li>» Tabs and Groups</li><li>» The Home Tab</li><li>» The Insert Tab</li><li>» The View Tab</li></ul> 
3		<b>3 - Advanced Tabs and Customization</b> <ul style="list-style-type: none"><li>» The Page Layout Tab</li><li>» The References Tab</li><li>» The Mailings Tab</li><li>» The Review Tab</li><li>» Contextual Tabs</li><li>» Customizing the Ribbon</li></ul> 
4		<b>4 - Creating Word Documents</b> <ul style="list-style-type: none"><li>» Creating a New Document</li><li>» Selecting Text</li><li>» Moving Text</li><li>» Applying Advanced Text Effects</li></ul> 
5		<b>5 - Doing More with Text</b> <ul style="list-style-type: none"><li>» Fonts on the Home Tab</li><li>» The Font Dialog</li><li>» Using Tabs</li><li>» Paragraph Options</li></ul> 
6		<b>6 - Viewing and Printing Your Document</b> <ul style="list-style-type: none"><li>» Using Layouts and Views</li><li>» Basic Viewing Tools</li><li>» Advanced View Tools</li><li>» Preparing Your Document</li><li>» Printing a Document</li></ul> 



## This is a CPD Certified Course

This means that not only has it been rigorously assessed in terms of content and quality, but with the **Diploma** or **Professional** course options, you get a personalized official CPD certificate.

### And There's a Great Workbook...

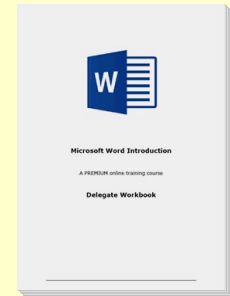
The CPD certificate you get with the Diploma and Professional course options will be your proof of **where you are**.

How about realizing your **full potential**?

Choose the **Development** or **Professional** course options and get your own great, results-focused downloadable workbook.

The workbook features:

- Demonstrations of how to do each lesson
- Space for **your own notes** alongside the lessons
- Skill Sharpeners to practice and hone your skills
- **Downloadable exercise files** for you to practice on



# More about the ZandaX Microsoft Word Introduction course

## A Strong Foundation in Utilizing Word Properly

So many people take Microsoft Word for granted. They simply open it up, and get started. Then they struggle with basic mistakes, and take too long to do the simplest things.

Our course teaches you how to get started, understand the interface, and how to use and customize the tabs.

We then show you how to create and save your own documents, and work with text, before ending on how to view and print your work properly.

By the end of the course you'll have a great grounding in how to use Word quickly, effectively and professionally.

Watch the modules, revisit them time and again ... and have fun with improving your skills!

## Learning options

This course is delivered as informative, easy-to-watch videos which you can pause, re-run and revisit as often as you like. You can view the content in any order, and review whatever you like at any time.

You also have the following options to choose from:

### Fast Track option

You don't get extra learning resources, but it's a quick and easy way to go.

**This option is for you** if you want good coverage of the subject but have limited time or budget.

### Development option

This is the most popular option because it also includes a comprehensive workbook, with exercises which allows you to engage fully and deepen your understanding enormously.

**This option is for you** if you're serious about your development and don't need a CPD certificate.

### Diploma option

This includes the Fast Track course, PLUS a CPD certificate. It's ideal for people who want to learn the subject to an adequate level and achieve a CPD certificate but don't need to maximize their knowledge.

**This option is for you** if you need a CPD certificate as part of your professional development, or you'd like one to put with your CV.

### Professional option

Here, you get everything: the course, PLUS a comprehensive workbook, with exercises, PLUS a CPD certificate. So you maximize your learning, and get an internationally recognised certificate.

**This option is for you** if you're serious about development, and want credible proof of your progress.

**ZandaX**

ZandaX – Change Your Life ... Today

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