

SYSTEMETRICS HANDS-ON, PERSONAL COMPUTER SEMINAR

Introduction to Microsoft Word

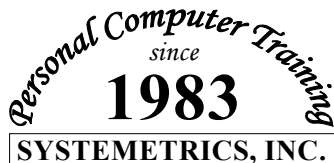
Duration: 1 day (6 hours)

Prerequisite(s): Familiarity with the Windows environment and using a mouse.

Environment: Microsoft Windows

Version(s): All through Word 2003.
Taught using Word 2003.

Support: Upon completion of this seminar, the student will be entitled to unlimited, free telephone support in Word.



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Who Should Take This Seminar: *Introduction to Microsoft Word* is designed to introduce the student to Microsoft Word, the popular word processing software. Upon completion of this seminar the student will be able to create and edit documents, save and retrieve files, and print documents. Those uncertain whether this seminar is appropriate for them should call Systemetrics at (401) 275-2200.

In January, 2005, Systemetrics revised its Microsoft Word offerings. Experience showed us that most students have a basic knowledge of word processing from having created e-mails. Therefore, we revised the Introduction to Microsoft Word and Intermediate Microsoft Word seminars to cover more features and we eliminated the Intermediate Microsoft Word Level 2 seminar.

Seminar Outline

I. Using Basic Word Processing Features

- A. Creating a new document
- B. Revising an existing document
- C. Entering text
- D. Saving a document
- E. Moving the insertion point within a document
- F. Deleting text
- G. Restoring deleted text

II. Formatting Documents

- A. Changing the format
- B. Setting and using tabs
- C. Centering text
- D. Underlining and boldfacing text
- E. Using manual and automatic page breaks
- F. Opening multiple documents
- G. Moving and copying text within documents
- H. Moving and copying text between documents
- I. Checking spelling
- J. Using find and replace
- K. Saving a document

III. Maximizing Your Efficiency

- A. Using templates and wizards
- B. Using AutoCorrect
- C. Using AutoText

IV. Printing Documents

- A. Establishing print settings
- B. Viewing a document before printing
- C. Printing a document