

# Word Basics (full day)

## Level 1.0 beginners

### Course outline

**Word Basics (full day)** is an ideal course for beginners or people who are inexperienced with Word and who wish to learn correct techniques and useful skills with this popular program. If you have never used Word before, this course will help you become fluent and comfortable with the program. The skills covered in this course are sufficient for basic Word use in the corporate environment.

### Course duration

**Full day (9am to 4pm)**

### Covered in this course

Subjects covered in this course include:

- Working with the Word 2007 ribbon
- Creating, opening and saving documents
- Typing, highlighting and deleting text
- Moving text with cut, copy and paste
- Undo and redo
- Formatting text
- Aligning text
- Bulleted and numbered lists
- Line and paragraph spacing
- Adjusting margins and page sizes
- Page breaks
- Headers and footers
- Spell checking documents
- Printing documents.

and much more.

### Is this course for me?

This course is ideal for people who want a solid understanding of working with Word. By the end of this course, you will be productive with Word even if you have never used the program before.

This program is also ideal for self-taught people who want to learn correct and time-saving techniques while using Microsoft Word.

### Session dates

Course dates, times and booking instructions are located at: [www.T7.net.au/Word](http://www.T7.net.au/Word)

### Further study

**Word Intermediate** covers intermediate features and usage of Microsoft Word.

# T7 Training Systems

For bookings or enquiries, contact:  
(02) 8003 5740 or [www.T7.net.au](http://www.T7.net.au)

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