



MOS – Word Core

COURSE DETAILS

This series facilitates classroom learning, letting students develop competence and confidence in using MS Office Applications. This course addresses core-level skills in Microsoft Word.

Target Audience & Prerequisites

This course is aimed at participants who wish to gain an industry qualification in the Microsoft Word environment. Candidates should have an understanding of the Windows environment and be relatively comfortable Managing Files and Folders, Searching for Files and Folders, Using the Control Panel, and Viewing System Information.

COURSE OUTLINE - CORE

(1) Getting Started with Word <ul style="list-style-type: none"> Exploring the Word window Using Standard/Personalised Menus Entering Text/Click and Type Closing/Saving a Document Using the Office Assistant 	(6) Using Automated Formatting <ul style="list-style-type: none"> Setting AutoFormat Options Adding Automatic Borders Creating an Automatic Bulleted/Numbered List Modifying an Automatic List Applying Multiple Attributes with Format Painter Creating/Inserting an AutoText Entry Creating and Printing a Mailing List
(2) Editing a Document <ul style="list-style-type: none"> Opening an Existing File Navigating Through a Document Scrolling Through/Inserting Text Inserting Text in a Document Selecting, Deleting and Restoring Text Creating a Folder/Saving alternatively named files 	(7) Using Editing and Proofing Tools <ul style="list-style-type: none"> Checking Spelling in a Document Checking for Grammatical Errors Using the Thesaurus Finding/Replacing Specific Text Creating AutoCorrect Entries and Exceptions Inserting Date & Time, Special Characters
(3) Using Templates and Wizards <ul style="list-style-type: none"> Using a Word Template Creating your own Template Using a Wizard 	(8) Working with Graphics <ul style="list-style-type: none"> Inserting a Picture from a File/Clip Art Gallery Resizing a Picture Creating WordArt Drawing a Shape
(4) Formatting Text <ul style="list-style-type: none"> Using the Formatting Toolbar Aligning, Cutting, Pasting Text Using Drag and Drop Using Copy and Paste Applying Styles Creating a Paragraph Border, Adding Shading Previewing/Printing a Document 	(9) Working with Columns <ul style="list-style-type: none"> Creating Columns Specifying Column Width Inserting a Column Break Inserting Vertical Lines Between Columns
(4) Formatting Text <ul style="list-style-type: none"> Changing Page Margins Inserting Page Breaks/Numbers Formatting a Paragraph Indenting Text Changing, Setting and Clearing Tab settings Creating/Customising Headers & Footers Switching Page Orientation 	(10) Working with Tables <ul style="list-style-type: none"> Inserting a Table Moving Around and Selecting Cells Merging Table Cells Inserting and Deleting Columns & Rows Resizing a Table Adding Shading to a Table Modifying Table Borders
(11) Word and the Web <ul style="list-style-type: none"> Inserting a Hyperlink to a Web Page Sending a Document as an E-mail Message Viewing a Document as a Web Page Preview Saving a Word Document as a Web Page 	