

# FlexiCoach

Software Coaching and Consulting

## Microsoft Word Essentials

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In the Word Essentials Training Course the student will learn all the basics of Word and build from there, Working with Text and Numbers, Paragraphs. Using Formatting, Alignment and Spacing in a document. How to work with graphic objects and Tables, as well layout, Page Setup and Printing. This course is well designed to gain the skills needs to create a business letter, new article or business proposal.

### Your First Document

- Creating Documents in Word
- Typing Text & Numbers
- The Save As Place
- The Save As Dialog Box
- Saving a New Document
- Inserting a Date
- Document Proofing
- Checking Spelling and Grammar
- Making Basic Changes
- Saving an Existing Document
- Printing a Document

### Working With a Document

- The Open Place
- The Open Dialog Box
- Opening an Existing Document
- Navigating With the Keyboard
- Scrolling Through a Document
- Page Zooming
- Viewing the Ruler
- Showing Paragraph Marks
- Counting Words

### Viewing Documents

- Viewing Multiple Pages
- Splitting the Window
- Opening a New Window
- Understanding Document Views
- Changing Document Views
- Understanding Read Mode
- Viewing a Document in Read Mode
- Viewing Gridlines

### Working With Text

- Techniques for Selecting Text
- Selecting Text Using the Mouse
- Selecting Text Using the Keyboard
- Editing Text in Insert Mode

### Cutting and Copying

- Understanding Cutting and Copying
- Cutting and Pasting
- Copying and Pasting
- Drag and Drop Cutting
- Drag and Drop Copying
- Using the Clipboard Task Pane

### Text Appearance

- Understanding Font Formatting
- Understanding Font Formatting Tools
- Working With Live Preview
- Changing Fonts
- Changing Font Size
- Increasing and Decreasing Font Size
- Making Text Bold
- Italicising Text
- Underlining Text
- Highlighting Text
- Changing Case
- Changing Text Colour
- Using the Format Painter
- Using the Font Dialog Box
- Clearing Font Formatting

### Working With Paragraphs

- Understanding Paragraph Formatting
- Understanding Text Alignment
- Changing Text Alignments
- Changing Line Spacing
- Changing Paragraph Spacing
- Indenting Paragraphs
- Outdenting Paragraphs
- Starting a Bulleted List
- Adding Bullets to Existing Paragraphs
- Removing Existing Bullets
- Starting a Numbered List
- Numbering Existing Paragraphs

### Working With Pages

- Changing Page Margins
- Setting Custom Margins
- Changing Page Orientation
- Changing Paper Sizing
- Setting Custom Paper Sizes
- Inserting Page Breaks
- Removing Page Breaks
- Inserting Page Numbers
- Formatting Page Numbers
- Removing Page Numbers

### Tabs

- Using Default Tabs
- Setting Tabs on the Ruler
- Modifying Tabs on the Ruler
- Setting Tabs in the Tabs Dialog Box
- Setting Tab Leaders
- Setting Bar Tabs
- Setting Mixed Tabs
- Removing Tabs

### Tables

- Understanding Tables
- Creating a Table
- Adding Data to a Table
- Selecting in Tables Using the Ribbon
- Selecting in Tables Using the Mouse
- Inserting Columns and Rows
- Deleting Columns and Rows
- Changing Column Widths
- Changing Row Heights
- Autofitting Columns
- Shading Cells
- Modifying Borders
- Adding Custom Borders
- Choosing a Table Style
- Delete a Table

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## Working with Text cont...

Editing Text in Overtyping Mode  
Deleting Text  
Using Undo  
Using Redo  
Understanding Find and Replace  
Finding Words  
Replacing Words  
Using Go To

## Working with Paragraphs cont...

Creating a Multilevel List  
Removing Existing Numbers  
Borders and Shading Dialog Box  
Shading Paragraphs  
Applying Borders to Paragraphs  
The Paragraph Indents and Spacing  
Using the Paragraph Dialog Box

## Pictures

Understanding Pictures  
Inserting a Picture  
Inserting an Online Picture  
Selecting Pictures  
Positioning Pictures  
Applying Text Wrapping Styles  
Resizing a Picture  
Applying Picture Styles to Pictures

## RELATED COURSES

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Word Intermediate | Word Advanced | Publisher Designer | PowerPoint Presenter



COACHING AND MENTORING



REPLAY ANYTIME E-LEARNING



PRE / POST COURSE HELPDESK



FLEXIBLE LEARNING OPTIONS

**All the subjects in this course are elective,  
Participant may choose to focus on certain  
skills, more than others.**

For further information on this or another  
Course, please contact us by email to

[coach@flexicoach.com.au](mailto:coach@flexicoach.com.au)

Or submit a request via our website:

[www.flexicoach.com.au](http://www.flexicoach.com.au)