

WORD BASICS

The course

Our "Word Basics" training workshop is aimed at those people who are new to using Microsoft Word, or have very limited knowledge and would like to start again! This course, which is offered in association with Airedale Enterprise Services, is a practical training session giving you the opportunity to produce everyday letters and documents from scratch.

Is it for you?

The course is aimed at people who are already employed, or are looking for work, who will need to use Microsoft Word. Anyone who is going to be using Word at home is also welcome. Those attending must have some basic IT skills, eg be able to use a mouse and keyboard.

What to expect

The workshop will aim to provide you with an understanding, and practical experience, of basic operations associated with creating, formatting and finishing a word processed document ready for distribution.

- Understanding the Word window
- Creating new documents, opening existing documents, and saving documents
- Text inputting and editing (*including selecting words, sentences, lines etc; inserting & deleting text*) using accepted layout conventions
- Using the Undo and Redo commands
- Using Spell-check
- Basic formatting and simple text effects (*eg bold, underline, italic, centring etc*)
- Copying, duplicating or moving text
- Using the Find and Replace tool
- Applying bullets or numbers to lists
- Text placement and settings (*eg page orientation, changing margins, insetting text, page breaks*) and using print preview
- Inserting headers and footers
- Basic printing options

The outcome

After the session you will be able to:-

- Create, edit and save documents using generally accepted layout conventions
- Input, edit and manipulate text using a variety of techniques
- Format text appropriately to improve readability of the printed version
- Use Spell-check to assist in proof-reading
- Adjust settings and check document layout prior to printing

The next course

This course is offered approximately once a month, 10 am - 3 pm in the Training Room at Airedale Enterprise Services, Sunderland Street, Worth Way, Keighley, BD21 5LE. To find out about the next available date, please ring 01535 607775, or go to www.airedaleenterprise.org.uk and click on the link to "Training & Development".

Cost and enrolment details

The course costs £50 + VAT and includes light lunch/tea & coffee and your own personal copy of the course handbook.

To book a place, you will need to contact Airedale Enterprise Services direct (details above).

If you have any queries about the course content, please email moorsidetraining100@gmail.com and include a telephone number if you would like us to call you back to discuss.

Moorside Training

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