



## Word Essentials

**Course Length: 3 Hrs**

Learn essential skills and techniques to increase your speed, confidence and productivity with Word to produce clear and professional documents.

Learn how to save time, edit content, structure paragraphs, use bullets and numbers, work with headers and footers, change the layout of pages and work with tables.

### Is this the right course for you?

This is the ideal course if you are self-taught and would like to increase your speed, confidence and knowledge to perform everyday tasks with Word as quickly and effectively as possible.

If you are confident with Word and would like to learn more advanced skills and techniques, we recommend attending the Word Advanced course.

## Course Content

### Shortcuts

#### Work at speed with Word

Learn how to

- Use the keyboard instead of the mouse for frequent commands
- Customise the Quick Access Toolbar to group frequently used tools
- Use smart tags to complete common tasks
- Copy and paste content using the Clipboard
- Create, open and save Word files quickly

### Formatting Content

#### Enhance the presentation of documents

Learn how to

- Select content quickly with the mouse or keyboard
- Change font size, type and colour
- Change text from lower to upper case
- Use the Format Painter tool for quick and consistent formatting
- Clear all formatting applied to text
- Check spelling and grammar

### Working with Paragraphs

#### Format paragraphs for consistent appearance

Learn how to:

- Change the alignment of paragraphs
- Indent paragraphs from the left and right margins
- Set consistent spacing between paragraphs
- Change the spacing between the lines of text within a paragraph

## Bullets and Numbers

### Simplify working with bullets and numbers

Learn how to:

- Add bullets to lists of text
- Add numbers to lists of text
- Change the position of bullets and numbers
- Change the type of bullet or number used

## Headers and Footers

### Display and edit content in headers and footers

Learn how to:

- Add text to headers and footers
- Format text in headers and footers
- Reposition text in headers and footer
- Move quickly between headers and footers

## Laying out a Word document

### Change the layout of pages to suit content

Learn how to:

- Change the margins on a page
- Change the size of paper
- Change the layout from portrait to landscape
- Add automatic page breaks

## Working with Tables

### Create and edit tables to present information

Learn how to:

- Add tables to documents
- Change the structure of tables
- Format and align content within tables
- Add and remove borders in tables
- Change the position of a table in a page
- Use the drawing tool to create and edit tables

## More information

### Feedback from trainees

*The training was very well tailored to the group and we covered a large amount of real life scenarios.*

*Very good and informative course, with lots of tips to pass on to my team!*

### Suitable for all versions of Word

This course is suitable for all versions of Word, whether you are using a Windows laptop or desktop, an Apple Mac or mobile device. All releases of Word are also covered, from the oldest to the latest.

### Training delivered in context with your business

All courses are delivered in context with your business practices, helping you recognise how skills can be applied at work.

### Further training

Word Essentials is an IQ-IT core skills course, focusing on learning fundamental skills to gain the most from Word. If you would like to learn more about Word or any MS Office software, you can attend another core skills course or tailor a course to suit you. To find out more, please visit [www.iq-it.co.uk](http://www.iq-it.co.uk).