Microsoft Word Beginners Course

Your learning needs are at the heart of what we do.

By FourSquare Training

We specialise in delivering flexible training pro-grammes and the exact topics taught will vary depending upon your learning requirements.

Module 1: Introduction to Microsoft Word
- What is Microsoft Word?
- Course Objectives

Module 2: Working with the Word Screen
- Menus, Sub Menus and Tabs
- Command Groups Navigation
- Ruler
- Status Bar
- Navigation Pane
- Styles Pane

Module 3: Create, Save, Open and Print a Word Document
- Create a New Document
- Save a Document
- Save As (Physical Drive, Network Drive, OneDrive)
- Open a Word Document
- Print a Word Document
- Quick Print
- Print Preview
- Print Settings

Module 4: Working with Word Templates
- Blank Document Templates
- Save a File as a Template
- The Templates Folder
- My Templates
- Save a Word Template as a Word Document
- Built-in Word Templates

Module 5: Editing Word Documents
- Building and Editing Text
- Inserting and Deleting Text
- Selecting Text
- De-Select Text
- Replacing and Deleting Text Blocks
- Moving and Copying Text
- Drag and Drop Editing

Module 6: Formatting Word Documents
- Formatting Text
- Text Formatting Effects
- Font Styles
- Removing Text Formatting
- Remove all Character Formatting
- Formatting Paragraphs
- Aligning Text
- Line and Paragraph Spacing

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- Indenting Paragraphs
- First-Line Indents and Hanging Indents
- Formatting Pages and Sections
- Changing Page Orientation
- Setting Margins
- Inserting and Deleting Section Breaks
- Next Page Section Break
- Using Tabs
- Using Headers and Footers
- Working with Bullet Points

Module 7: Use Word Editing Features
- AutoCorrect
- AutoFormat
- AutoText
- Spell Check
- Custom Dictionary

Module 8: Create and Edit Tables
- Creating Tables
- Creating Table Structures
- Typing Text into Tables
- Editing and Formatting text in Cells
- Modifying Table Structures
- Adjusting Columns Widths
- Table Styles
- Table Properties
- Adjusting Row Height
- Inserting, Deleting and Moving Table Columns
- Inserting, Deleting, and Moving Table Rows
- Merging Cells
- Insert Captions
- Use Formulas to Calculate Totals

Scan the QR code for more course information:

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Microsoft Word Course Feedback

"The course was tailored to what we will use it for. Everything was explained exactly how we needed it. I wouldn't have changed anything. A great instructor and a great personality"
Microsoft Word Beginners Course Rugby

"Just wanted to pass on my thanks for a great training session. We will be booking a further 2 sessions in October and January."
Microsoft Word Intermediate Course Virtual Classroom

"Extremely interesting and useful course. I have learnt so much over the past two days. Very patient and explains everything very well."
Microsoft Word & Excel Beginners Courses Bicester

"Both the Excel and Word courses were extremely beneficial to me. Lots of short cuts to help me in my work and save me time. Really well delivered courses."
Word and Excel Beginners Courses Virtual Classroom

"Everything was clearly presented and explained. We had opportunities to ask questions and the training addressed issues specific to our organisation"
Microsoft Word Beginners & Microsoft 365 End User Courses Suffolk

"Just to say thank you thank you THANK YOU!! The trainer was fantastic, really keep the momentum going! We all learned a variety of things in the training session and I have seen various members of the team using some of the tips that we picked up during the training session."
PowerPoint and Word Intermediate Training London

"Just very happy!"
Microsoft Word Advanced Course Cheltenham

"Highly recommended!"
Microsoft Word Advanced Training Course Leeds

"Fantastic training – thoroughly enjoyed the day. Very informative."
Microsoft Word Intermediate Course Newcastle

"I found today's course full of useful everyday things which I didn't know."
Microsoft Word Intermediate Course Manchester

"The trainer kept the two days full however we had plenty of breaks and it was very informative and stopped and supported when we needed it. Excellent from start to finish."
Microsoft Word Beginners Course Virtual Classroom

Print responsibly.