MS Word 97 for Windows 95 Introduction
A Two Day Training Course

Course Aims:

This intensive course is designed to give an introduction Word 97. As the latest product from the Microsoft stable, Word 97 provides the same style of easy-to-use menus as the rest of the MS Office 97 suite. This entirely 'hands on' course will give participants a good understanding of text production, editing and printing including mailmerge, columns and tables.

Course Outline:

Getting Started
- Starting Word 97; Word 97 Opening Screen
- Title & Menu Bars: Toolbars
- Scroll Bars; Status Bar; Office Assistant
- Menus; SpeedKeys; Dialogue Boxes
- Exiting Word

Getting Assistance
- Using the Office Assistant
- Other Ways of Getting Assistance
- Manipulating the Help Window
- Finding Out What is on the Screen

Creating Documents
- Creating a New Document; Entering Text
- Saving Documents; Saving Files Automatically
- Closing a Document on Screen
- Opening an Existing Document; Deleting Files

Editing Documents
- Moving the Insertion Point; Scrolling
- Selecting Text; Insert & Overtype
- Typing Replaces Selection; Deleting Text
- Undoing Incorrect Edits; Entering the Date

Moving and Copying Text
- Moving and Copying Text (Cut/Copy and Paste)
- Using "Drag and Drop"
- Opening a Second Document; Panes

Working with Fonts
- The Formatting Toolbar
- The Format Painter; Case Conversion

Working with Paragraphs
- What are Paragraphs?; Aligning Paragraphs
- Line and Paragraph Spacing; Setting Tabs
- Paragraph Dialogue Box; Removing Paragraph Formats

Indents, Bullets and Numbering
- Indenting Text, Automatic Bullets and Numbering
- Applying Bullets and Numbering to Text

Borders, Lines and Shading
- Adding Borders; Removing Borders and Shading

Working with Columns
- Creating a New Section; Column Formatting

Productivity Tools
- AutoCorrect, AutoText and AutoFormatting

Spelling and Typing Error Check
- Automatic Spell Checking
  Spell Checking Selected Text or the Whole Document
- Hiding Spelling and Grammar Errors

Browse, Go To, Find and Replace
Document Layout
- Setting Page Margins; Landscape Printing & Paper Size
- Page Breaks and Numbering; Headers and Footers

Viewing and Printing Documents
- Document Views, Zoom; Print Preview, Printing

Mail Merge
- (Step 1) Creating a Main Document
- (Step 2) Creating a Data Document
- (Step 3) Completing the Main Document
- Editing the Data Document
- Printing Mail Merge Documents

Tables
- Creating a Table; Moving the Insertion Point
- Inserting, Deleting and Changing the Width of Columns and Rows
- Changing the Alignment of a Table and the Text within
- Merging and Splitting Cells
- Table Borders
- Right Mouse Button Shortcut Menu

Target Audience:

Intending, new or recent users of MS Word 97 who want to gain a good understanding of the software in a short space of time. **This is not a Word 6.0 or Word 7.0 to Word 97 conversion course.**

Assumed Knowledge:

A basic understanding of PCs, use of a keyboard and mouse plus knowledge of MS Windows 95 is required, gained either by previous experience or by attendance on a "Windows 95 User Introduction" course.