

# ONE DAY COURSE OUTLINE

## WORD 2007/2010/2013 BASIC

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### Prerequisites

Basic keyboard skills and computer knowledge (including how to navigate through a folder structure).

### Target Audience

This hands-on beginner's course aims to give the learner a sound grounding in the use of Word to create everyday documents required either at work or at home. Particular emphasis is placed on developing accurate and well-designed documents.

### Learning Outcomes

- Work with the basic features of Word
- Create a new document
- Work with existing documents
- Select and work with text
- Use a range of formatting techniques
- Format paragraphs
- Cut and copy text around a document
- Work effectively with features that affect the page layout of your document
- Create and modify tabs and tables
- Insert and work with clip art and pictures
- Use the Mail Merge Wizard to perform mail merges
- Print a document
- Create high quality document designs and layouts